

# Livonia PTSA Council

## Policies and Procedures Guide

These Policies and Procedures are guidelines designed to supplement the Bylaws of the Livonia PTSA Council and to clarify the continuing work of the Council Executive Board. These Policies and Procedures may be amended by two-thirds (2/3) vote at any Council Executive Board meeting and should be reviewed every two years.

### I. The Council

Voting members of the Council (as defined in Article VII of the Bylaws) shall:

- A. Be a member of a local Livonia PTA/PTSA unit in good standing with the Michigan PTSA.
- B. Be familiar with the Council Bylaws.
- C. Attend Council General Membership meetings or be represented by their alternates.

### II. Executive Board

Members of the Executive Board (as defined in Article XI of the Bylaws) shall:

- A. Have copies of and be familiar with the Council Bylaws and Policies & Procedures Guide.
- B. Attend all Executive Board and General Membership meetings and special events, and if unable to do so, notify the President (or designate) so that a quorum can be assured. After three (3) unexcused absences, a vacancy may be declared and the President shall notify, in writing, the Board and the Member of such declaration. A vacancy shall be filled by the Executive Board within sixty (60) days. Unexcused absences shall be defined as failure to notify the President (or designate).
- C. Assemble and maintain a procedure book containing materials pertinent to their position, to be passed on to their successor by June 30<sup>th</sup> of the expiring term of office. The Treasurer shall pass on materials upon completion of the audit.
- D. Not use their PTA/PTSA position for partisan activity.
- E. Not use Council funds to purchase gifts for any Executive Board members; nor does Council recommend using personal funds for Executive Board gifts.

### III. Elected Officers

In addition to the duties outlined in the Council Bylaws, officers also have the following responsibilities:

- A. The outgoing President shall:
  1. Pass on the President's pin and gavel to the incoming President.
- B. The incoming President shall:
  1. At the June meeting, announce the date of the first Executive Board meeting of the next school year.
  2. Prepare the Livonia PTSA Council calendar for the next school year. This calendar will be approved at the first Executive Board meeting.
- C. The 1<sup>st</sup> Vice President shall:
  1. Use Council funds to obtain a Past President's pin for the outgoing Council President.
- D. The 2<sup>nd</sup> Vice President shall:
  1. Be a member of the Awards Committee.
- E. The Treasurer shall:
  1. Require all requests for funds be accompanied by a standard Expense Reimbursement form.
  2. Debit and credit funds from the approved line item of the Council budget.
- F. The Recording Secretary shall:
  1. Keep an attendance roll at all Council meetings.
  2. Call the meeting to order in the absence of the President and Vice Presidents.
  3. Have a copy of the Council Bylaws, Policies & Procedures Guide, and minutes of previous meetings available at all meetings.
  4. Retain the original copy of the Council Bylaws, Policies and Procedures Guide, approved minutes and resolutions.
  5. Upon request, provide copies of unapproved minutes of the previous meeting
- G. The Corresponding Secretary shall:
  1. Send cards in case of hospitalization, serious injury, or illness of an Executive Board Member (or in the case of a death in the immediate family).
  2. Communicate notice to Council members of meetings and special events.

#### **IV. Committees**

- A. All committee appointments and assignments shall be at the discretion of the incoming President with the approval of the Executive Board.
- B. Incoming President shall appoint special or ad hoc committees for a specified task. Special or ad hoc committees shall report to the Executive Board or to the Council General Membership. Depending on their origin, special or ad hoc committees will automatically be dissolved upon completion of their assigned task.
- C. A committee whose funds are listed in the approved budget must submit a plan of action at the first Executive Board meeting.
- D. No committee work will be undertaken without the approval of the Executive Board.
- E. The Budget and Finance Committee shall be chaired by the Treasurer and consist of the elected officers. The committee will prepare a budget for review by the Executive Board prior to the first General Membership meeting.

#### **V. Contact Schools**

Each Executive Board member is expected to maintain a liaison contact with at least one local PTA/PTSA during the year; members will be given a choice of unit assignment, if feasible. Contact will include reminders of Council meetings, special events, friendly interest in the progress of the local unit's activities, and assistance in answering questions or request for help and information.

Each Executive Board member should be a member of their assigned local unit.

#### **VI. Student Representatives**

It is recommended that the Bylaws Committee have the duty of reviewing and selecting student representatives based on the following criteria:

- A. Two (2) students may be selected from each of the three (3) Livonia Public Schools high schools (six delegates maximum).
- B. Eligible students must be of the sophomore, junior, or senior class.
- C. One (1) student from each high school will be considered the delegate and one (1) student will be considered the alternate.
- D. Each student will have been recommended by a principal, assistant principal, school counselor or student activities director of each high school, PTA/PTSA President or Livonia PTSA Council member. It is suggested that an announcement be published in the DIALOGUE Newsletter seeking nominations.
- E. Each student will be asked to submit a letter of recommendation from any of the above mentioned nominators and a "Statement of Intent" as to why he/she would like to be a student representative of Livonia PTSA Council.
- F. Each student will hold the position for one school year, will hold voting privileges, must be a member of a local PTA/PTSA unit, must maintain a minimum 2.0 GPA, is expected to participate in seven (7) out of Council's ten (10) yearly meetings, serve on a Council committee, and attend various Council events.
- G. Student Representatives will not have the option of being an elected officer of Livonia PTSA Council.

It is recommended that nominations be submitted to the Council for review by March 1<sup>st</sup> of the academic year. The student representatives will be installed at the annual General Membership meeting in April.

#### **VII. Founder's Day**

The Council will purchase Founder's Day dinner tickets for the following:

- A. The Council President and his/her spouse.
- B. Executive Board members not covered by a local unit.
- C. The designated representative(s) from the Michigan PTSA.
- D. Past Presidents of the Livonia Council.
- E. The LPS Superintendent and his/her spouse.
- F. The LPS Superintendent's secretary (ies).
- G. Fifteen (15) outstanding youth and their honored teachers.
- H. The Teacher(s) of the Year as recognized by LPS.

### **VIII. Awards**

The following recognitions may be awarded:

- A. Michigan PTSA Distinguished Service Award, which is given to a member of the community who had promoted PTA/PTSA efforts. Awardee must be a member of a local PTA/PTSA in good standing.
- B. Livonia PTSA Council Member of the Year, which is awarded to an Executive Board member who had provided outstanding leadership and service to the Council.
- C. Michigan PTSA Lifetime Membership Award and National PTA Award which are given to any Executive Board member considered to have provided meritorious service to the Council.
- D. Certificates of Appreciation Awards, given to members of the community who have aided in Council projects.

### **IX. Convention/Workshops/Leadership Academy**

Expenses are reimbursed after the event (except for the cost of the President's hotel accommodations), provided that an Expense Reimbursement form and a written report are submitted outlining the Member's participation in the event. Executive Board members may request reimbursement for amounts not covered by their local unit PTA/PTSA.

Convention expenses are distributed in the following order:

- A. Executive Board member's registration.
- B. Executive Board member's banquet fees.
- C. All of the Council President's expenses, excluding meals not part of the event.
- D. Executive Board member's event sponsored meals.
- E. Executive Board member's cost of lodging (based on double occupancy, at the lowest rate offered by the hotel).

The Council retains the option to authorize a hospitality suite for use by the Council membership. The cost of this suite is covered either by Council funds or by voluntary donations from participating PTA/PTSAs.

If funds remain from this line item, monies may be allocated to Executive Board members attending the National PTA Convention.

### **X. Check Signing**

An individual who is an authorized signer on a bank account will not approve an expense reimbursement request nor sign a check made payable to themselves.

### **XI. Removal of Board Members**

The Executive Board reserves the right to remove any board member from Council due to non-performance of duties or actions that conflict with the Objects of PTA. Upon removal, the board member will immediately surrender all procedure folders and pertinent information to the Executive Board.

Approved: March 2, 2005

### **XII. Recruitment to the Executive Board**

Installation of new members to the Executive Board of the Livonia PTSA Council is crucial to maintain a variety of programs and provide a high level of service to the local PTA/PTSA units. Interested individuals should contact any current Board member for an application.

It is recommended that consideration of nominees be based on the following criteria:

- A. Any individual interested in joining the Council should have served as an elected officer of a Livonia local PTA/PTSA unit for a minimum of two years.
- B. Nominations of applicants should take place during an Executive Board meeting by a current Board member.

- C. The nominee must state their willingness to accept assignments and their availability to attend Executive Board meetings and events.
- D. Once the application is received by the Council President, she/he and the Executive Board will be charged with reviewing the information and with recommending or declining the acceptance of the nominee.
- E. A vote to accept or decline the nominee will take place at the next scheduled Executive Board meeting. The President will notify the nominee in writing of the Council's decision. If accepted, the new Board member will be notified as to when they will be installed.
- F. It is recommended that nominations of applicants be submitted to the Executive Board by the May meeting for installation prior to the August meeting.

Approved: October 5, 2005