

## **Pinellas County Council PTA/PTSA**

### **Standing Rules**

**Adopted December 4, 2019**

The purpose of these Standing Rules is to provide the Pinellas County Council PTA Executive Board (hereafter referred to as “PCCPTA”) with guidelines to assist in the performance and administration of the PTA objectives. These Standing Rules may be amended at any regular PCCPTA Executive Board meeting by a two-thirds vote, with a quorum present.

The PCCPTA President, with the input of the PCCPTA Executive Board, may appoint a consultant(s) annually to serve on the Board. The consultant(s) will be appointed without voting privileges.

PCCPTA is the elected administrative body governing of local PTA/PTSA units within Pinellas County with a defined set of functions which will be carried out by PCCPTA. PCCPTA operates under the Florida State approved bylaws, just like local PTA units and provides information, resources, guidance, and support to local units via training, programs and various other forms of communications.

**Requirements to Serve on the PCCPTA Executive Committee** - Must have served at least one year on a local PTA/PTSA unit or Sunshine State PTSA; or have served at least one year as a chair or committee for PCCPTA, Sunshine State PTSA, Florida PTA or National PTA.

**Appointment of DMAC representative** - PCCPTA is an appointing authority member of the Pinellas County Schools (PCS) District Monitoring Advisory Council (DMAC). PCCPTA (according to DMAC bylaws) must appoint two representatives to the committee. Each appointment must be a publicly disclosed mechanism (e.g. either elected or appointed) within the organization notification method. One representative must be black, and one must be non-black. Neither may be PCS employees. Terms are 4 years in length, alternating every two years from the start date of October 12<sup>th</sup>, 1999. The term for the first non-black member will be 1999-2001 and the black member 1999-2003. Vacancies will be filled by the PCCPTA President with the input from the Executive Board as needed.

### **Duties of Executive Board Members**

Each board member is expected to:

- Attend all Board and Council meetings and participate in Council functions.
- Keep a Procedure Book to be passed on at the end of your term. The procedure book can be manual and/or electronic.
- Present a Plan of Work to outline the activities and specify costs for each Council project.
- Obtain PCCPTA President approval before undertaking any PTA related activity.
- Attend National and/or Florida PTA Leadership training(s) as suggested by the President.
- Present a reimbursement form along with a written report after attending any event at Council expense within 14 calendar days. If no reimbursement required written report must be submitted within 14 calendar days. It can be submitted printed or electronically. It must be sent to Secretary, President and Treasurer. Original Receipts are required.
- Participate in PCCPTA Workshop.
- Provide articles for the newsletter monthly by deadline.

- Provide content for social media and website. Deadline to be determined by the PCCPTA Executive Committee.
- Notify the President 1 week prior to a Board meeting of any action items for the agenda.
- Notify the President with issues or concerns.
- Continuous engagement with schools as determined by the PCCPTA President via email, text, phone, or in person. Submit written or electronic report to PCCPTA President within 3 business days. If it is an urgent matter contact PCCPTA President immediately.
- After attending outside committee meetings, submit written report to PCCPTA President to be presented at Executive board meeting. If unable to attend meeting, President must be notified immediately so replacement can be found. Report to be submitted within 3 business days for PTA action items and minutes from the organization to be submitted upon receipt. If repeated meetings are missed another representative will be assigned to the outside committee to represent PCCPTA.

### **Meetings**

Executive Board Meetings will be held the first week of each month except for holidays to be decided by the executive committee after election. They will begin promptly at 6:30 p.m. Members are expected to be on time. Members may be excused from attending a meeting with prior approval by the President. The Executive Board may meet electronically for an emergency vote. The electronic vote must be ratified at the next Executive Board meeting. Board members should not discuss the information shared at Board meetings with anyone other than fellow Board members, unless the information is intended for distribution to our members or the general public.

Emergency situations such as inclement weather will be directed by President for all PCCPTA sanctioned events and meetings.

### **Insurance**

In order to get insurance through PCCPTA a unit must complete the following items.

- New and Returning Officer form completed at [www.floridapta.org](http://www.floridapta.org)
- Financial review completed
- Taxes for previous school year filed
- Completed all requirements for unit in good standing
- Attend Insurance class at Annual Fall Workshop

If any of the above items are not met, fees may be assessed by PCCPTA as necessary.

### **Local Unit Delegate Cards**

Each local unit is entitled to voting delegates as outlined in the Bylaws. Each voting delegate card is assigned to a specific individual whose name has been provided by the local unit president. If a named delegate is unable to attend a PCCPTA meeting, an alternate delegate will be accepted with a signed note or email from the president authorizing the substitution. The alternate will then have voting privileges. Cards must be retained by delegates for the purpose of voting and proof of attendance. Non-voting PTA representatives will be provided a proof of attendance card for the purpose of insurance eligibility.

Local Unit Delegates must be submitted to PCCPTA by July 31<sup>st</sup>. The form will be found on the PCCPTA website. Local Unit delegates will be updated within 5 days of receipt of completed form.

**Unit in Good Standing (for PCCPTA purposes)**

The following items are required for PCCPTA to consider a local unit to be in good standing:

- Bylaws up to date
- Completed fiscal year-end financial review of Treasurer's books
- Taxes filed
- County dues and delegates form submitted as per county bylaws
- Valid liability insurance
- Attend a minimum of 2 PCCPTA General Meetings; For the purpose of insurance eligibility, General Meeting attendance shall be defined as no less than one hour.
- Attend one (1) PCCPTA sanctioned Advocacy Training or Event
- Membership dues remitted to Florida PTA as per the Florida PTA Treasurer's manual, Dollars & Sense.

**Reimbursements - will be made for approved PTA business related travel expense at the following rates:**

- Mileage -- reimbursed at the Standard Business Mileage Rate as published by the IRS for approved vehicles. Rate published at the beginning of the calendar year shall be adopted for that calendar year the date the function occurred. Mileage guidelines for reimbursement and forms will be communicated prior to the event by the PCCPTA Treasurer.
- Include per day mileage in the Reimbursement form along with Google Maps showing mileage round trip.
- Per Diem: advanced at a rate of \$15.00 for breakfast; \$15.00 for lunch; \$25.00 for dinner. Advancements will be given at the approval of the PCCPTA President. Per Diem guidelines for reimbursement and forms will be communicated prior to the event by the PCCPTA Treasurer.
- Advances - If you have received an advance and your expenses total more than your advance you will receive a check for the difference. If you have not spent the entire advance, you are required to enclose the difference with your expense report within 15 days. An expense report must be filed even though you received an advance. An advance will not be issued if a board member has an outstanding expense report balance.
- Lodging: arranged as budgeted and approved by the board. If a board member is bringing family to all or part of a function, Council will make the lodging arrangements. The board member is responsible for reimbursing half the cost of lodging. Delegates with a known health condition that may affect the health or well-being of their roommate(s) are requested to room separately. Council will make lodging arrangements. However, the board member will be responsible for half the cost of the room.
- Lodging: Lodging approvals will be determined by PCCPTA President or council member designated by PCCPTA President. Room or lodging changes need to be approved by PCCPTA President prior to any changes occurring. If an individual does not want a roommate, they will be responsible for part of their room (i.e. if we are putting 2 people in a room = responsible for 1/2, if we are putting 3 people in a room = responsible for 1/3, if we are putting 4 people in a room = responsible for 1/4). If individual is rooming by themselves, they will have to pay for accommodations themselves and request reimbursement. If individual wants to stay at a different location than determined, prior approval by the PCCPTA President is required for reimbursement. Lodging guidelines and prices for reimbursement and forms will be communicated 90 days prior to the event by the PCCPTA Treasurer. All submissions after deadline will be approved on a case by case basis by PCCPTA President. If determined that offsite lodging is necessary, prior discussion with PCCPTA President for accommodations must be approved.
- Tolls/ Parking – Any reimbursement of any tolls or parking will need to be submitted with receipt.

- Function Fee/Meals/Additional Costs - arranged as budgeted and approved by the board.
- Designated Council members and/or Delegates are expected to attend all classes and meetings of the event for which council has paid.
- When a Board Member fails to attend classes, meetings and/or a function for which Council has paid, the Council must be reimbursed for all or parts of the costs incurred: lodging, per diems, registration, etc. Exceptions may be made at the discretion of the PCCPTA President.
- Attendance is defined as being present from the start of the function to the end of the function. Exceptions may be made at the discretion of the PCCPTA President.
- All expenses, receipts and final reports are to be submitted within 14 calendar days of the closing of an event to the PCCPTA Treasurer. Any receipts received after will be considered a donation to the PCCPTA scholarship fund. Final reports are to be submitted within 14 calendar days of the closing of an event to the PCCPTA Secretary, President, and Treasurer.
- Board members who lose Council checks that must be re-issued, are responsible for any and all bank expenses. These expenses will automatically be deducted from the reimbursed amount. Reimbursement checks are strongly recommended be cashed within 30 days. A reminder will be sent electronically from the PCCPTA Treasurer to be cashed or be considered a donation to PCCPTA.

### **Credit Card Policy**

- No more than two credit cards issued by the bank; one for PCCPTA President and the PCCPTA Treasurer.
- PCCPTA Treasurer will be responsible for ensuring and monitoring the designated check signers and current credit card authorizer lists are up to date. The PCCPTA Treasurer will review the lists after each resignation and will provide recommendations within 5 business days from resignation to the PCCPTA President.
- At the start of each term upon receipt of their credit card each card holder is required to sign a statement clearly stating they have received their credit card and have read and agreed to the terms and conditions of the PCCPTA Electronic Banking Agreement credit card policy. Copies will be maintained in the PCCPTA president and PCCPTA treasurer books with the original going to the PCCPTA Secretary.
- Obtain credit cards that will allow spending limits per card holder as determined by the bank.
- PCCPTA Treasurer to establish an approval process to ensure all credit card receipts are received and all charges are part of the approved PCCPTA budget by the PCCPTA general membership.
- PCCPTA Treasurer ensures that all expense reports are signed and dated by the card holder as well as the designated approver assigned by the PCCPTA Executive Committee. Designated approver will be in accordance with the PCCPTA bylaws and will not be a credit card holder.
- Designated approver will insure the PCCPTA credit cards of all card holders are destroyed and deactivated immediately upon resignation, termination, or at the end of a term.
- Credit/Debit Cards Acceptance: PCCPTA will accept Debit/Credit Cards for events, activities, items as determined by the executive board. Processing is through the SQUARE or PAYPAL service. When determining the prices of each event or activity, the processing fees will be taken into consideration. PCCPTA will also offer “cash” discounts for reservations being sent in with cash or check.

### **Mail / Storage Unit**

Designee(s) will be determined by the PCCPTA Executive Committee for mail pick up and storage key holder(s). Designee(s) will be captured in the minutes at the Executive Committee meeting.

Mail pick up location is the Pinellas Education Foundation 12090 Starkey Rd, Largo, FL 33773.

Storage Location is Extra Storage located at 18524 US 19 N, Clearwater, FL 33764.

### **Audit for Minutes**

Auditors of the minutes of the annual meeting shall be appointed by the president before the April meeting. Review and audit annual meeting minutes and report to (PCCPTA) at the September meeting.

### **Facility Use Authorization Forms**

The PCCPTA President, or the President's designee, shall be the official signer of all Pinellas County School Board Facility Use Authorization Forms. All forms must be signed/approved within 48 hours upon receipt.

### **Handbooks**

Handbooks shall not be used for any purpose other than the regular work of the PCCPTA. Handbooks will be provided to the Executive Board upon formation by June 30<sup>th</sup>.

The local unit Resource Guide will be provided on the PCCPTA website by July 31<sup>st</sup>.

### **Special Acknowledgements**

Honorary State Life Memberships, History Walk of Fame (name on brick), Florida PTA President's Award of Honor, Council shirts, bags, pins, etc., may be presented as gifts on special occasions.

### **Honorary Recognitions**

The PCCPTA may award a maximum of five honorary recognitions each year. A special committee, including at least one PCCPTA Executive Board member, shall be appointed by the president to select the recipients. Nominations may be submitted to the committee by any PTA member throughout the county. Deadline by March 15<sup>th</sup> every year.

### **Scholarship Contributions**

FPTA Scholarship Fund: PCCPTA shall donate a minimum of \$200.00 and up to 2 baskets valued up to \$50 to be raffled and encourage local units to donate a basket at the Florida PTA leadership/convention benefiting the FPTA Scholarship Fund. Other contributions that meet PTA objectives will be determined at the discretion of the PCCPTA Board on an annual basis, as budget allows.

### **Discipline Policy**

All disciplinary actions will require the PCCPTA President to first counsel the individual as to specific areas of concern and develop with the individual, if feasible, a means to rectify problems. Removal of an individual will be undertaken only with discussion and a two-thirds vote of the PCCPTA Executive Committee. Concerns of misconduct will prompt the call for an emergency executive committee meeting and immediate action.

- **Inactivity** shall be defined as missing two consecutive meetings. Other inactivity will be defined at the discretion of the PCCPTA Executive Committee and may include continued failure to complete assigned responsibilities in a timely manner.
- **Misconduct** shall be defined as intentional or unintentional acts which conflict with established PTA policies, procedures and Code of Ethics, i.e., mishandling of PTA funds, misrepresentation of

PCCPTA, Florida PTA and National PTA, conduct which may call into question the integrity of any individual as a representative of the organization, etc.

**Delegates**

PCCPTA Board Members will be selected to represent the Council at scheduled events as the budget allows, in the following order:

**FPTA Leadership/Convention** –Vice President of Leadership, Vice President of Education, Vice President of Advocacy, Treasurer, Secretary, Vice President of Communication, Vice President of Organization

**FPTA Legislative Conference** –Vice President of Advocacy, Legislative Chair, President, Vice President of Leadership

**National PTA Legislative Conference** –Vice President of Advocacy, Legislative Chair, President, Vice President of Leadership

**National PTA Convention** – President, Vice President of Leadership, Vice President of Advocacy, Vice President of Education, Vice President of Communication, Vice President of Organization

**Special Conferences** – President, Vice President of Leadership, additional attendees to be selected by the Executive Board members based on conference content and budget

Additional Officers, Committee Chairs and/or individuals may be selected by the Executive Committee as Delegates as the budget allows. Deadline to accept or decline invitations will be July 31<sup>st</sup>. Any requests to attend after the July 31<sup>st</sup> deadline will be at the discretion of the PCCPTA Executive Board.

Executive Committee Members, who are also State Board Members, who are being reimbursed by the state, will not be reimbursed by PCCPTA for the same function.

# *Appendix*

## Elections

### Elections Process

Nominations from the floor will be handled in the following manner:

- A minimum of 14 calendar days' notice will be given prior to date of election meeting.
- Written notification will be sent to the President, Nominating Committee Chair and the Secretary.
- Written notification must include name, current local unit affiliation, current PTA position(s) held, previous PTA position(s) held, email address, resume, and contact phone number.

Notifications of intent to run from the floor that meet the criteria set forth will be acknowledged via email by the President and copying the Nominating Committee Chair and Secretary, noting that the notification was received and further information regarding the process will be forthcoming within 2 business days of the deadline to file notification to run from the floor. Acknowledgement should be made within 24 hours by Nominating Chair of receipt of a qualified notification.

All notifications of intent to run from the floor that do not meet the criteria as set forth in the Standing Rules will be acknowledged via email by the President with a copy to the Nominating Committee Chair and the Secretary, noting that the notification is rejected as it does not meet the criteria. Acknowledgement should be made by Nominating Chair within 24 hours of receipt of the disqualified notification.

The Nominating Committee Chair will contact (by phone) the candidate from the proposed slate of officers whose office is now being contested and provide the following information:

- That the nominating committee has been provided with notification of intent to run from the floor
- The opposing candidate's name
- That the nominating committee will be providing further information regarding the process within 2 business days of the deadline to file notification to run from the floor.

The Nominating Committee Chair will notify the President and Secretary as soon as the candidate has been reached.

No later than 2 business days after the deadline to file notification to run from the floor, the President will send an informational email to both candidates and will copy the Nominating Committee Chair and Secretary. The email will include the following information:

1. Names of all candidates for this office.
2. This position will be pulled from voice vote and be voted via ballot.
3. Each candidate will have 2 minutes to address the general assembly prior to the vote. The candidate(s) running from the floor will speak first. If there are two or more candidates running from the floor for the same office, those candidates will speak in alphabetical order by last name. The candidate from the proposed slate of officers will speak last.

4. Candidates must keep their speech to positive information about themselves and their qualifications for the position and should not use the time to speak negatively about the opposing candidate(s).
5. Campaign materials are not allowed.

At the election meeting, with the President presiding:

- a. The President shall appoint three (3) tellers to tally ballot votes and shall designate one of those as the head teller.
- b. The proposed slate of officers as presented by the Nominating Committee is to be announced to the general membership.
- c. All notifications of intent to run from the floor which have met the criteria set forth by the Standing Rules are presented.
- d. The contested offices are pulled from the slate.
- e. The remaining slate is elected via voice vote. If the voice vote is in question, then a rising vote will be taken for the slate.
- f. The contested offices are then presented again individually, starting with the highest office that is contested. The nominees are again announced and information regarding the process (as outlined in section #3) is provided to the general assembly.
- g. The candidates address the general assembly in the order listed in section #3.
- h. Ballots for the contested office are distributed to all qualified voting delegates.
- i. The tellers will collect the ballots and the head teller will place the box of collected ballots on the podium until the process is followed for all contested offices.
- j. The process in sections G-I are followed until all contested offices have been completed.
- k. The tellers will retire to another room and count the ballots for all contested offices. Ballots that are not clearly marked or that appear to have votes recorded for more than one candidate or that have votes recorded for candidates other than those announced will be voided as ineligible and will not be counted. If the other tellers disagree regarding a questionable ballot, the head teller has the final say in whether a ballot should be voided. All counts should be verified. The head teller may request a verified recount if there is any uncertainty.
- l. The head teller will inform the President when the tally is complete and ready to be announced.
- m. The head teller will present the final tally for all contested positions to the President.
- n. The President will announce the election results for the contested offices.
- o. The head teller will make a motion to destroy the ballots. The motion will be handled as per usual procedures.
- p. The President will present the newly elected officers to the general assembly.



## ***Pinellas County Council PTA - Position Descriptions***

### **PTA Mission: The overall purpose of PTA.**

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

### **PTA Values: What PTA stands for...**

- **Collaboration:** We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- **Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
- **Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- **Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

### **PTA Purposes: Historical goals of PTA.**

- To promote the welfare of children and youth in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

## **President**

- Article VII Section 1
  - Preside at all meetings of the council, the executive board, and the executive committee; Sign orders on the treasury of the council with the treasurer or, in the absence or inability of the treasurer, a designated vice president;
  - Be a member ex-officio of all committees except the nominating committee;
  - Appoint members of special committees, unless otherwise ordered by the executive board or the general assembly;
  - Appoint a parliamentarian;
  - Represent the council personally or by appointing an alternate on all committees of the Pinellas County Public School system and other organizations deemed appropriate by the executive board;
  - Serve on the Florida PTA board of directors;
  - Perform such other duties as may be assigned by the executive board or the general membership
- Direct the activities of Pinellas County Council PTA\PTSA with full authority to act in emergencies, financial or otherwise. Any problem and its solution shall be presented to the Executive Board for ratification;
- Serves as the official contact, communicator and representative. Designate a representative as needed for PTA and community functions.
- Works with other PTA leaders and community stakeholders to connect families, school and community to support student success
- Work closely with the VP Leadership for training purposes;
- Keep the Vice Presidents advised concerning monies available for field service programs and other pertinent information;
- Refuse to consider requests for advances or expenses for members who have an outstanding balance except in extenuating circumstances;
- Prepare the agenda for Executive Committee, Executive Board, and General membership meetings.
- Arrange a board orientation to coincide with the board meeting following the change of administration;

- Furnish the County Council with headshot color photograph, suitable for website posting.
- Promote a welcoming and comfortable environment, meet people and make them feel welcome.
- Coordinate local unit new charters and reorganizations
- Approve and sign Pinellas County School's Facility Use Authorization forms for local unit events
- Approve:
  - Requests for advances, with a fifteen (15)-day notice;
  - Invoices incurred by FPTA activities, as necessary;
  - Exhibits at FPTA sponsored events (commercial and cooperating agencies);
  - All contracts or appoint designee to sign contracts as needed
  - All communication related materials, such as social media and web postings, training materials, etc..
- Be responsible for:
  - Sending notes of greetings to new officers and chairs;
  - Countersign form letters written with the VP and/or chairs; and
  - Compiling an annual report for PCCPTA activities
- Appoint:
  - A committee of three (3) to audit minutes of meetings of the board
  - Appoint representatives for outside committees and coalitions
- Serve as:
  - Editor of the *PCCPTA -Newsletter*;
  - Pinellas Education Foundation Executive Board Member
  - Phylliss Wheatley Rise to Read Campaign Executive Board Member
  - Member of the site selection committee for all state sponsored meetings

## Vice Presidents

- Article VII Section 2
  - A vice president shall sign orders on the treasury of the council with either the treasurer or the president in the absence or inability of either officer.
  - The vice president(s) shall:
    - serve as aide(s) to the president and in the absence or inability of the president to serve shall, in their designated order, perform the duties of the office;
    - perform such duties as may be designated by the president, the executive board or the general membership.
- Article VII, Section 6
  - All retiring officers except the treasurer shall, within thirty days after the election meeting, deliver to their successors all materials pertaining to their office.
- Works with other PTA leaders and community stakeholders to connect families, school and community to support student success
- Conduct activity as directed in annual plan of work
- Attend PTA sponsored workshops or trainings
- Attend meetings as requested by the president
- Attend local unit meetings as appropriate
- Protect members' privacy by utilizing member information for PTA work only
- Contact president for assistance with issues, concerns, questions or procedural advice
- Notify newly elected chairs immediately upon their election
- Furnish each new chair with an outline of the duties of the position and individual responsibility as a member of the board
- Review and submit all committee budget proposals to the budget committee
- compile reports of committee chairs or region reps for the annual report when requested by the president.
- Submits monthly report on commission activity
- Provide content for social media, newsletter, and website
- Prepare and present a report to the executive board for each meeting attended on behalf of the president
- Submit annual report to the president

## **Vice President - Leadership**

- Develops and coordinates leadership activities and workshops for local units and PCCPTA
- Serves as Liaison for Memberhub resources and training
- Develops resources and promotes existing resources for local units and PCCPTA
- Serves as Fall Workshop Chair
- Manages council activities during Florida PTA Leadership Convention
- Manage local unit and PCCPTA compliance
- Manages the activities of the Youth Engagement committee

## **Vice President – Advocacy**

- Focuses on:
  - Providing members with information on current legislative issues, including the PTA point of view on each for effective participation in local, state and national government
  - Presenting to legislators at all levels, and to other government officials, the PTA position on proposed laws that affect the education, health, and well-being of children
  - Collaborating with other groups similarly concerned with the health, education and general wellbeing of children and youth
  - Assisting PTA members in understanding their responsibilities as citizens in the democratic process, become knowledgeable about the way government functions; and learn how and where the individual can intervene to promote the interests of children – advocate for them
  - Interpreting the National PTA and the Florida PTA Legislation programs to the membership and others
- Coordinates advocacy related communication with local units & PCCPTA
- Monitors legislation in the Florida Legislature Assembly and US Congress and communicate pertinent issues to members
- Develops resolutions and promote existing resolutions related to advocacy and legislative issues
- Manages the activities of the Legislative, Resolutions, and Diversity Equity and Inclusion committees
- Manage the activities of the School Board Liaison

## **Vice President – Education**

- Providing services and information to the general membership & local units
- Coordinate and oversee the education and training of local PTA/PTSA unit members and board members with facts, issues and standards relative to the welfare and development of children and youth in the areas of cultural arts, health/wellness, PTA programs, PTA resources, and educational development from cradle to school to college and/or careers; educational development information and issues will include but not be limited to items relative to curriculum, testing, state/national standards, regardless of school type (charter, home, private, virtual, etc.)
- Assist VP Leadership with Memberhub resources and training
- Coordination of programs for general meeting
- Manages the activities of the following committees and/or chairs: Programs, Reflections, Literacy, Health & Safety, Male Engagement

## **Vice – President Organization**

- Organizes activities necessary for the function of the Pinellas County Council PTA/PTSA
- Manages the activities of the following committees and/or chairs: Awards, Hospitality, Banquet, and Historical Preservation Committee, Events Coordinator

## Vice President – Communication

- Informs members and the community about the programs and activities of PTA
- Monitors and posts all social media activities (i.e., Facebook, Twitter, etc.) of PCCPTA with approval of President
- Monitors the Florida PTA and National PTA website and submits updates
- Manages the work of the following chairs: Social Media, Website, Media Relations

## Secretary

- Article VII, Section 3
  - Record the minutes of all meetings of the council, the executive board and the executive committee;
  - Present recommendations and information from the executive board at general meetings of the council;
  - Be custodian of all records of the council except those delegated to others;
  - Conduct such correspondence as delegated by the president;
  - Send all notices of meetings;
  - Perform such other duties as may be assigned by the president, the executive board or the general membership.
- Article VII, Section 6
  - All retiring officers except the treasurer shall, within thirty days after the election meeting, deliver to their successors all materials pertaining to their office.
- Provide updated copies of bylaws and standing rules to executive board members within 7 days of adoption/approval.
- Conduct activity as directed in annual plan of work
- Manage activities of the Membership Chair
- Protect members' privacy by utilizing member information for PTA work only
- Contact president for assistance with issues, concerns, questions or procedural advice
- Notify newly elected chairs immediately upon their election
- Furnish each new chair with an outline of the duties of the position and individual responsibility as a member of the board
- Review and submit all committee budget proposals to the budget committee
- Submits monthly report
- Provide content for social media, newsletter, and website

## Treasurer

- Article VII, Section 4
  - Be custodian of all monies;
  - Prepare and submit to the association for approval, a budget for the fiscal year.
  - Keep an itemized account of all receipts and disbursements;
  - Disburse monies only upon receipt of a voucher;
  - Sign orders on the treasury of the council with the president or, in the absence or inability of the president, a designated vice president;
  - Collect all dues of this council and notify by mail those local PTAs/PTSAs whose dues have not been paid on or after \_\_9/15/19\_\_; Email notification must be provided within seven (7) calendar days to the local units.
  - Present a written financial statement at every meeting of the association and at other times when requested by the executive board;
  - Present an annual report at the annual meeting;
  - Close the books June 30th and submit the records for audit not later than July 15th;
  - Perform such other duties as may be assigned by the president, the executive board or the general membership.
- Article VII, Section 6
  - All retiring officers except the treasurer shall, within thirty days after the election meeting, deliver to their successors all materials pertaining to their office.
- Conduct activity as directed in annual plan of work
- Ensures taxes and reports required by PTA bylaws, insurance, or federal and state governments are completed and

submitted by the due dates

- Be the primary contact for local unit support on treasury matters, such as 990s, financial reviews, Florida PTA Kit of Materials, and National PTA fundraising and treasurer guides
- Ensures W9s are updated to reflect the current year and current business information & copies are provided to the executive committee and Grants Chair.
- Ensures Florida Solicitation of Contribution forms are updated and current & copies are presented to the executive committee and Grants Chair.
- Provides a copy of the tax exemption notice to all executive committee members and Grants Chair
- Notify newly elected chairs immediately upon their election
- Furnish each new chair with an outline of the duties of the position and individual responsibility as a member of the board
- Review and submit all committee budget proposals to the budget committee
- Manage activities of the Insurance Chair
- Protect members' privacy by utilizing member information for PTA work only
- Contact president for assistance with issues, concerns, questions or procedural advice
- Provide content for social media, newsletter, and website
- Submits monthly report

## Executive Board

- Article X, Section 3
  - Transact business between council meetings and such other business as may be referred to it by the membership;
  - Fill all vacancies with the exception of the president, which shall be filled by the first vice president until the next election of the council.
  - Declare a vacancy in any office or committee chair for failure to perform respective duties for two consecutive months;
  - Approve proposed bylaws amendments prior to their adoption at a general meeting for which notice is given as required in these bylaws;
  - Report at general meetings of the council;
  - Approve the appointment of an auditor or auditing committee;
  - Require and authorize payment for fidelity bond for treasurer to such policy coverage as is determined necessary;
  - Be allowed to create additional special or standing committees as needed;
  - Act in emergencies between meetings of the council.
- Conduct activity as directed in annual plan of work
- Provide content for social media, newsletter, and website
- Protect members' privacy by utilizing member information for PTA work only
- Contact president for assistance with issues, concerns, questions or procedural advice
- Submits monthly report on commission activity

## Committee Chair

- Article XII Section 5
  - All committees, except the nominating committee, shall notify the president of meetings and shall send copies of official business to the president, and copies of official correspondence to the secretary.
- Conduct activity as directed in annual plan of work
- Provide content for social media, newsletter, and website
- Submits monthly report

**Auditors for Minutes** - Meet to review and audit the last set of PCCPTA General Meeting minutes for the closing year. The committee shall be appointed by the President and consist of at least three (3) people.

**Awards** - Coordinate awards given by PCCPTA to local units or individuals. Ensure website content is updated. Write newsletter articles as necessary and provide monthly reminders of important Award timeline dates for PCCPTA, Florida PTA, and National PTA.

**Banquet** - Select site, date, menu and ticket cost. Coordinate ticket sales, decorations and entertainment. Committee shall consist of at least one (1) Executive Board Member. Ensure event is aligned with President's theme for the current fiscal year.

**Diversity, Equity, Inclusion** - Reach out to local units with large ESE/ESOL populations. Work with PTA Boards and school Community Involvement Liaisons to identify parent resources and provide information. Act as a resource point for all schools needing direction on providing information to families. Committee shall consist of at least one (1) Executive Board Member. Focuses on:

- o Implementing PCCPTA's Diversity and Inclusion Plan and Policies; Addressing challenges that PTAs face in the areas of diversity and inclusion;
- o Helping ensure that local PTAs reflect the communities they serve; Creating programs to educate leaders and members on the needs, cultural beliefs, traditions and family structures of the population they serve; Helping give insight into different cultures; Helping translate materials

**Grants & Patrons** - Provide information to local units about grants/scholarships available through PCCPTA, FPTA, NPTA, partner organizations and other sources. Recommend grant opportunities for consideration by PCCPTA for the purpose of increasing non-dues revenues and funding advocacy related work in support of PTA resolutions, and PTA's mission and purpose. Lead committees as assigned.

**Health and Safety** - Attend the SHAC Meetings as the representative or have a designee attend. Recruit healthcare professionals for advice and representatives for committees. Attend the Safe Kids Coalition Meetings and Bicycle/Pedestrian/Wheeled Safety Committee Meetings or have a representative attend. Work closely and collaboratively with Safe Kids Coalition on International Walk to School Day events. Act as chair for the PCCPTA Annual Health & Safety Fair. Prepare articles for the newsletter and social media and function as a resource for local units regarding health and safety programs. Assist in promoting service-learning projects and Florida PTA/National PTA initiatives aimed at awareness of the health, safety and welfare of children. Committee shall consist of at least one (1) Executive Board Member.

**Historical Preservation** - Responsible for the collection, preservation, and sharing of historical records relating to the activities of PCCPTA and local units. Committee consists of PCCPTA past presidents

**Hospitality** - Coordinate refreshments. Food, decorations, and childcare for all Council functions. Promote a welcoming and comfortable environment, meet people and make them feel welcome. Will serve on the PTA Workshop Committee. Coordinate hospitality reception as requested for Pinellas County delegates at the Florida PTA Leadership/Convention. Reports on hospitality plans at board meetings for forthcoming PTA events. Maintains hospitality supplies and equipment and an updated inventory for them.

**Insurance** - Maintain accurate insurance records and provide forms for each local unit. Serve as council contact with the insurance company. Notify local units of premium due dates in a timely manner. Work with Treasurer and President regarding Council coverage. Provide list of insured PTAs/PTSAs/OSOs to Pinellas County School Auditing, Real Property and Risk Management departments. Coordinate insurance class at the PCCPTA Fall Workshop. Provide email notification to local units of receipt of insurance packets and payments. Provide email notification to local units to advise of insurance delivery (to include name and person sent to). All communications must CC President and Treasurer. Maintain spreadsheet to track all insurance activity for local units.

**Legislative** - Provide PCCPTA with information about pending legislation involving education or child and youth welfare, urging action upon such proposed legislation as directed by VP Advocacy. Promote and encourage local units to attend the Florida Legislative Conference event in Tallahassee, schedule appointments with Legislators, and lead the Pinellas delegation at the event. Coordinate the annual legislative program in partnership with Pinellas County Schools. Promote local unit development of legislative programs/committees. In an election year, work with the School Board Liaison, community partners, and VP Advocacy to coordinate a School Board Candidates Forum. Assist in promoting voter registration and participation in the electoral process. Provide content for social media, website, and newsletter. Committee shall consist of at least one (1) Executive Board Member.

**Male Engagement** - Make parent involvement and PTA relevant to men by connecting it to their children's success in school and in life. Share with the local units the many benefits of family engagement and male participation.

**Social Media** - Will coordinate social media activities such as blogging, web community development, social bookmarking, commenting, etc. to including management of the Council's e-newsletter, Facebook page and other news media.

**Membership** - Provide a current voting delegate roster, voting delegate cards and proof of attendance cards for each meeting. Maintain an accurate record of Council attendance. Assist local units in promoting PTA membership. Provide monthly update on voting delegate roster. Coordinate membership promotion activity with Secretary and President, and as needed with the Florida PTA Membership chair.

**Programs** - Provide information regarding National PTA, Florida PTA, and local community programs for dissemination to local units. Maintain an up-to-date list of program materials and ideas and function as a resource for local unit PTAs. Coordinate outreach of PTA programs to local unit PTAs as requested. Assist in promoting service-learning projects. Write articles for PCCPTA newsletter and social media as needed or requested.

**Reflections** - Encourage participation of local units in the National PTA Reflections Program. Coordinate all PCCPTA events regarding the Reflections Program. Write newsletter articles as necessary and provide monthly reminders of important Reflections timeline dates. Coordinate PCCPTA Reflections Program Reception and recognition of winners. Submit PCCPTA county winners list for publication in end of year newsletter. Ensure that all participating units and student participants are appropriately recognized and that all artwork, certificates, medals, etc. are returned to local unit PTAs, as soon as possible, for distribution back to the students. Committee shall consist of at least one (1) Executive Board Member.

**Resolutions** – Educate local units on the content of the annual proposed FPTA Resolution and official state and national PTA positions. Promote representation of local units at annual FPTA Convention and lead the Pinellas delegation at that event. Assist the Council in the preparation, promotion and presentation of any Board directed proposed resolution items at convention.

**School Board Liaison** - Responsible for representation of PCCPTA at all Pinellas County School Board Meetings and, when feasible, School Board Workshops. Report to the School Board on behalf of the Council as directed. Provide reports of each School Board meeting to the Board and ensure members are kept informed of priority School Board issues.

**Youth Engagement** — Provide student perspective on a variety of issues. Work collaboratively with Board Members and Committee Chairs to ensure that student PTSA members are able to understand the issues and voice their opinions. Encourage local unit PTSAs to have Student Board Members, as well as a Student Voting Delegate to County Council. Encourage students to have an active voice in PTA/PTSA as stakeholders in their community. Promote Florida PTA Scholarship Program. Act as Student Ambassador for PCCPTA at Council events. Committee shall consist of at least one (1) Executive Board Member.

**Website** – Design and maintain PCCPTA website and coordinate data as directed by the Board.

**Voting Delegates** – When attending a county, state or local function as a representative of the Council, Delegates are required to attend the general meetings, workshops and functions scheduled for that event. Delegates will be chosen as representatives with due consideration as the budget allows

## Outside Committee Representatives

Represent PCCPTA and its membership to committees of Pinellas County Schools, partnerships, and coalitions. They share the PCCPTA point of view when sitting on these committees.

Pinellas County Schools	Pinellas Education Foundation	Other Organizations
Calendar Committee	Board of Directors	Arts for a Complete Education (ACE)
Code of Conduct	Career Education Board	Children's Movement of Florida (MILK Party)
District Family Engagement Action Team	Grant/Scholarship Committee	Ready For Life
Curriculum	Communications Committee	Juvenile Welfare Board (Grade Level Reading Campaign)
District Monitoring Advisory Committee (DMAC)	Community Relations & Events Committee	JWB (Fatherhood Initiative)
Family Life Education Committee		SAFE KIDS Coalition
Independent Citizens Referendum		Suncoast Voices for Children
School Health Advisory Committee		
Senior Review Committee		

## Coalitions

PCCPTA	Florida PTA
Empowering Pinellas Youth Collaborative (EPYC)	BAWN (Ban Assault Weapons NOW!)
Healthy Kids Meals in St Petersburg	Florida Coalition to Prevent Gun Violence
Pinellas Community Partners for LGBTQ+ Youth Coalition (Equality Florida)	Florida Coordinated School Health Partnership
Phyliss Wheatley Rise to Read Campaign (Executive Board seat)	Real Talk Florida
Read Strong Pinellas (JWB Grant)	Florida Afterschool Network
	FL DNT TXTNDRV
	No Place for a child