

## Standing Rules & Procedures

# ROBERT HALMI, SR. ACADEMY OF FILM & TELEVISION

## PTSA 18-434

### **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 the “**How to's**” on running the PTSA and to give each officer and chair information on how to complete your roles and to follow your responsibility and your role as a PTSA.

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

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. The procedures are reviewed completely every three years and adopted by vote of the Executive Board.

Procedures should be amended automatically to conform to Yonkers Council of PTA/PTSA, Westchester-East Putnam Region PTA, 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.

RHA PTSA will make available any document using reasonable accommodations, if requested (translate into another language, visually enlarged, audio format, etc.).

*Our rules and procedures are designed to ensure accessibility for all. Special accommodations are available for individuals with disabilities and language barriers to ensure equal participation.*

### **COUNCIL/REGION ORGANIZATION**

The Robert Halmi, Sr. Academy of Film and Television PTSA 18-434 is a local PTSA unit organized under the authority of the New York State PTA, a constituent association of the National PTA. The Robert Halmi, Sr. Academy of Film and Television PTSA is a member of the Westchester-East Putnam Region PTA, as well as the Yonkers Council of PTA/PTSA's. The Robert Halmi, Sr. Academy of Film and Television PTSA must follow the rules, policies, procedures, and bylaws of the Yonkers Council of PTA/PTSA's, Westchester-East Putnam Region, New York State, and National Associations. Together, we collectively support and advocate for the well-being of children. Our goal is to ensure that every child's voice is heard and that they have access to the resources and opportunities they need to thrive.

We are guided by the shared mission and goals of the National PTA, which include advocating for educational equity, fostering parent engagement, and ensuring the health and safety of all children.

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## **MISSION STATEMENT**

**PTA is a powerful voice for ALL children, a relevant resource for families and communities and a strong advocate for the education and well-being of every child.**

## **PURPOSE AND VALUES**

- 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.

## **COMPLIANCE/NON-COMPLIANCE**

**(Refer to the NYS PTA Resource Guide/Bylaws Article V)**

### **COMPLIANCE:**

In accordance with New York State PTA ByLaws, procedures, and policies to be in “*good standing*” a unit needs to:

- Submit the Annual Officer Contact Information Form (found on NYS PTA website: [www.nyspta.org](http://www.nyspta.org)) no later than the deadline date each year (May 31st).
- Submits FIRST payment of dues of no less than 25 members to the New York PTA State office by October 31st (deadline) and subsequent payments monthly with the final payment due by May 31st each year.
- Pay required annual New York State PTA Insurance by June 1st directly to the insurance company. If a unit is a new Charter, the FIRST YEAR OF INSURANCE PAYMENT may be waived by NYS PTA and the Region Director with proper application submitted at the time of the Charter Meeting.
- Have current ByLaws, approved by New York State PTA, updated every 3 years.

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- Have all members entered into the NYS PTA Online Portal (Givebacks) each month throughout the full fiscal year July 1st-June 30th. All members should be entered before the May 31st final payment deadline (any members entered after May 31st won't count in the final membership report). The first entry of at least 25 minimum members MUST be no later than October 31st each year.
- Enter new officers' information and their elected positions into Givebacks; include the names of any chairpersons who are required in this portal.
- Submit required tax information (990 series) to IRS by November 15th deadline each year.
- Have an annual audit of all financial records completed at the end of each fiscal year.
- Hold elections annually no later than May 31st of each year.
- Assure that there are no direct personal relationships of the Elected Officers (Executive Committee) each year.
- Hold installation of all officers no later than June 20th of each year.
- Prepare monthly reconciliation of treasurer's books-keep copy of record in treasurer's notebook and president's notebook.
- The unit should be represented by at least one (1) delegate at the Region's Annual

meetings & conferences. The delegate's fee is a legitimate PTA expense for the unit or council.

- Each unit will send one (1) delegate (president or designee) plus one (1) additional delegate to the council's meetings who will represent the unit membership.
- Have contact with the Region Associate Director.

**NON-COMPLIANCE:**

In accordance with New York State PTA ByLaws, procedures, and policies, a unit is considered to be designated "*not in good standing*" or "*delinquent*":

- Will be notified by the council, Region and the State as Non Compliant as soon as possible and encourage compliance and therefore designated in "good standing" once in compliance.
- Has paid less than the required minimum of at least 25 members by the October 31st deadline.
- Has not paid the required insurance fee by the June 1st deadline to NYS PTA or asked for insurance waiver to the Region, if necessary, and if the unit fits the qualifications.
- Will not be able to hold any meetings, programs, or events in their building if insurance has not been paid by the deadline.

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- Will be ineligible to apply or participate in any PTA awards programs.
- Will be unable to submit any resolutions to NYS PTA convention.
- Will not be able to attend any Region event or program.
- Will not be able to participate in Council meetings, events or programs.
- Will not be able to participate on the WEPR Region board.
- Will not be able to be a voting delegate at any region conferences or state PTA convention.
- Will be in jeopardy of losing the tax-exempt status, insurance, and fidelity bond coverage for the unit.
- Has little or no contact with the Council, the Region, or the State representatives to inform of events/programs/budget/bylaws renewal, and procedures renewal.
- Will need to notify the Superintendent and Principal of being “in non compliance” and “not in good standing”.

**REINSTATEMENT TO “GOOD  
STANDING”-COMPLIANCE:**

- All units will complete any area of non-compliance and submit all information and documents to the Region and the State PTA in a timely manner.
- All units who complete the delinquent information can be reinstated after THIRTY (30) days; the unit can then be designated as “in compliance” or “in good standing” with all privileges of full membership to the Region and State PTAs reinstated after the completion of all delinquent items being resolved.
- Once reinstated, the superintendent and the Principal will be notified of the unit’s “good standing” compliance.

**EXECUTIVE COMMITTEE  
(ELECTED OFFICERS)  
(Refer to Bylaws, Article IX)**

**The executive committee consists of the elected officers. The officers of your association are determined in the bylaws in Article VII, Section 2a. They will consist of a president, vice president, secretary (recording and corresponding) and a treasurer.**

**The executive committee shall:**

- Be paid members of the RHA PTSA.
- Represent the PTSA and its mission, values, goals, procedures, and policies in addition to their other roles as assigned by the President in their respective unit as well as Council, Region, NYS PTA, and National PTA.
- Attend all unit/council meetings.
- Be given a copy of the bylaws, budget, and procedures by the president at the first

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meeting and should become familiar with them.

- Attend council, region and state PTA workshops and conferences for leadership training at PTSA expense.
- Appoint chairpersons of standing committees in cooperation with the president.
- Make recommendations to the executive board for programs, calendar, and other actions deemed necessary.
- Meet at the call of the president or a majority of committee members.
- Prepare a calendar with the president.
- Notify the president when unable to attend a meeting.
- Perform duties as assigned from time to time.
- Perform bank reconciliation when appropriate.
- Turn over to the president or successor all pertinent records, books, materials and return to the treasurer all funds without delay upon the expiration of the term.

**How information will be kept and shared:**

A physical folder and/or an electronic document containing material and information needed for the job shall be kept by each executive board member and passed to his/her successor. It shall contain the following:

- National PTA publications pertinent to the position

- *New York State PTA Resource Guide*, bylaws, and publications pertinent to the position
- Approved plan of work of chair
- List of executive board members—names, addresses, and phone numbers
- Name, address, and telephone number of council and/or PTA region counterpart

**In addition to the duties and responsibilities listed in the bylaws, the elected officers shall have the following responsibilities:**

**OFFICERS:**

**PRESIDENT**

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

**The president shall:**

- Prepare an agenda for each meeting with the assistance of the recording secretary.
- Preside at all meetings.
- Call meetings to order on time and proceed with the business.
- Maintain a fair and impartial position at all times.
- Vote when voting is to be by ballot or to make or break a tie.
- Have a copy of the association's current state-approved bylaws, as well as its rules and procedures at every meeting.

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- Prepare the calendar for the year with the executive committee.
- Coordinate the work of the executive committee and chairpersons so that the goals of the PTSA are realized.
- File signature at the bank where the funds are deposited and can sign checks with the treasurer.
- Sign all contracts for the association with name and title (president).
- Share all national, state, region and council PTA mailings and other information with all unit/council members, especially the appropriate chairpersons.
- Complete year-end Local Unit Report Form received from State PTA office and returned to the Region PTA Director in a timely manner.
- 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.
- Notify Council and the Region PTA Director of any change of address.
- Enter all officer contact information immediately after any election and changes (as needed) into Givebacks; enter any chairs of committees as required by the Givebacks portal.
- Have the membership chair enter all member contacts into Givebacks.
- Disseminate all messages and information from Council, Region, State and National PTA regarding events, programs and policies.
- Email the meeting agenda via Givebacks to membership two (2) days prior to the next meeting.
- Be responsible for setting up permits needed to conduct assemblies and or PTSA planned events.
- Appoint committees to select recipients of Honorary Life Membership Award, Distinguished Service Award, and/or other awards to be presented.
- Attend PTA council, region and state leadership training workshops and encourage board members to attend.
- Represent the association at PTA council, region and state functions or assign an alternate.
- In cooperation with the executive committee, appoint all chairs for standing committees.
- In cooperation with the executive committee, appoint all chairs for special committees.
- The president shall NOT participate in the nominations/elections committee, but can suggest members for possible nomination.
- The president shall NOT participate in the audit committee.

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## **VICE PRESIDENT**

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

**The vice president shall:**

- Act as an aide to the president.
- Preside at meetings of the association when the president is unable to attend.
- Represent the association at meetings the president cannot attend.
- Not be ex officio of any committee in the president's absence.
- Serve notice of election to the executive board or assume duties for the remainder of the term when a vacancy occurs in the office of president (Refer to Bylaws Article VII, Section 4).
- Attend PTA council, region and state leadership training workshops and encourage board members to attend.
- Act as a liaison to the teachers.
- Act as a liaison between the student body and the PTSA.
- Encourage student membership and participation in PTSA.
- Coordinate the programs scheduled for the year (only the President is authorized to sign contracts).
- Oversee and coordinate the work of the committee chairs and report to the president.

## **RECORDING SECRETARY**

**(Refer to Bylaws, Article VIII, Section 3)**

**The recording secretary shall:**

- Be the custodian of all records.
- Assist the president with preparation of the meeting agenda by providing a list of unfinished business.
- Bring to each meeting the following:
  - Copy of the association's current state-approved bylaws and the procedures
  - List of members
  - Agenda
  - Minutes of the previous meetings, including the treasurer's reports
  - List of all committees, their chairpersons and members
- Record minutes and present previous meeting minutes at executive committee, executive board, and association (general membership) meetings for approval.
- Record all motions (except those withdrawn); points of order and appeals, whether sustained or lost; and the name of each member who introduced a motion, but not the name of the seconder.
- Send names and addresses of elected officers to the Region Director immediately following the election.
- Maintain an official, permanent printed file of minutes, committee reports, membership lists, and records of the association (ST-119, IRS Determination Letter (SS-4), insurance policy, etc).

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- Indicate in the minutes the name of the officer who performed the monthly reconciliation of the bank statement.
- Print the Association minutes for distribution at the next meeting, as well as send to membership via email or through Givebacks two (2) days prior to the next meeting.
- Provide copies of the meeting agenda for distribution at meetings.
- Record attendance at each meeting.
- Maintain a directory of the PTSA executive board (officers and committee chairpeople) and share with the executive board. In the case of a student representatives, parental permission shall be acquired.
- Attend PTA council, region and state leadership training workshops and encourage board members to attend.
- Send out Zoom link (if applicable).
- Prepare for distribution to the membership all notices of association (general membership) meetings.
- Maintain an up-to-date file of all correspondence.
- Correspond with the community by maintaining Social Media channels, including, but not limited to, the creation of flyers, and other graphic content for marketing of PTSA events.
- Maintain the PTSA website (if applicable).
- Maintain an email list and distribute correspondence to board members as needed.
- Post updates regularly and links to the school website.
- Attend PTA council, region and state leadership training workshops and encourage board members to attend.

**CORRESPONDING SECRETARY**

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

**If the PTSA does not have a corresponding secretary, these items would be added to the position of (recording) secretary.**

**The corresponding secretary shall:**

- Conduct correspondence of the association as directed by the president, the executive board, or the association. Keep membership informed of all correspondence received.
- Send notices of all meetings to executive committee and executive board members.

**TREASURER**

**(Refer to Bylaws, Article VII, Section 5)**

**The treasurer shall:**

- Be custodian of ALL funds.
- File new bank signature cards when the new officers assume office, indicating that **two signatures are required on all checks**. Treasurer will make sure there are no credit cards or debit cards. **DEPOSIT ONLY** debit card is to be issued to treasurer **ONLY** for night deposits.

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- Signature card should include two to three additional persons, in addition to the treasurer, to sign checks. There must be at least three (3) officers on the signature card.
- Present reports at all meetings and include the following:
  - Balance on hand in all accounts at the beginning of the period covered by the report.
  - Total receipts and disbursements in all accounts.
  - Total balance on hand on date of report.
- Have bank statements reconciled monthly by the audit/finance committee members who are not a signer of the account. \_
- Report at the meeting of the association the name of the person(s) who reconciled the bank statement.
- Keep an accurate and detailed account of all monies received and disbursed.
- Receive all monies for all accounts and give a receipt after verifying the amount. Use the Deposit Verification form and include signatures/date.
- **Pay all bills by check.** Make no disbursements without proper receipts and only for approved expenditures. TWO (2) signatures required on all checks.
- Keep the executive committee advised of financial transactions.
- Present a budget report to the president every three months or as requested.
- Alert executive board to budget lines near depletion as well as those over budget.
- Include PTSA name and code number on all checks submitted to council, region, state, and National PTA.
- Submit insurance premium to New York State PTA Insurance NO LATER than the June 1st deadline.
- Submit the state and National PTA portion of dues collected to the PTA state office indicating unit name and code number with accurate membership count. **First payment must be submitted by October 31st and subsequent payments thereafter. Final payment must be made by May 31st.**
- Keep the record of council, state and national PTA's portions of dues separate from the record of the unit's general fund.
- Pay council dues (if a member unit) as required by council bylaws. **Annual dues will be payable to Yonkers Council of PTA/PTSAs as determined by Council bylaws. Annual dues shall be paid by November 1st. (Refer to bylaws, Article XIII) .**
- Deposit all funds received in the PTSA account immediately following an event. For night functions arrange for a night deposit drop, if possible.
- Have books, records, and receipts prepared for audit at least two weeks prior to the meeting at which the audit report is due (Bylaws, Article XII, Section 8).

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- Prepare a complete annual report for the annual meeting of the association.
- Prepare and file the IRS 990 series when required, within 4 1/2 months after the end of the fiscal year (by November 15th).
- Make copies of the Budget Report available for each member attending the meetings to be discussed.
- Per bylaws, there should be “no fewer than three members” on the audit committee. The treasurer will ask for the audit to take place but **CANNOT** participate in the audit committee. While the treasurer cannot be an official audit committee member, s/he can attend the meeting in order to answer questions the committee may have.
- Use PTSA funds to purchase pins for retiring officers.
- Use PTSA funds to purchase a New York State PTA Honorary Life Membership for candidate(s) selected by committee.
- Attend PTA council, region and state leadership training workshops and encourage board members to attend.

### **IMMEDIATE PAST PRESIDENT**

The role of the immediate past president is an advisory one. The immediate past president is a member of the executive committee as indicated in the bylaws and shall have a vote. The participation of the past president should be helpful but should not interfere with the new president’s methods. The past president should

not impose his or her own personal philosophy on the new administration.

#### **The immediate past president shall:**

- Serve in an advisory capacity giving advice based upon experience when called upon.
- Act in a helpful manner.
- Assume an active role on the board at the request of the new president.
- Assist in the training of new leadership ( as requested).

### **EXECUTIVE BOARD**

**(Refer to Bylaws Article X)**

**The executive board shall consist of the executive committee (elected officers), the principal, teacher liaison(s), student representative(s) and other designated members (if so indicated in the bylaws), the council delegate(s) and committee chairs.**

**Executive board members can be appointed and do not need to be elected.**

#### **The executive board shall:**

- Hold an organizational meeting to:
  - Set dates for executive board and association (general membership) meetings
  - Plan programs with appropriate chairmen such as parent involvement, PICK A READING PARTNER (PARP LITERACY program), REFLECTIONS – Arts in Education, Ways and Means, etc.

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- Meet at least two (2) times per year. At least ten (10) days notice shall be given.
- Review the proposed budget to the association (general membership) for approval.
- Present a report at meetings of the association (general meetings) of all committees.
- Appoint an audit committee according to the provisions in bylaws (Article X, Section 4f).
- Appoint a budget committee, chaired by the treasurer, to prepare the budget and present it to the association (general membership) for adoption at the monthly meeting (as designated in bylaws).
- Attend unit/council meetings.
- Attend council, region and state PTA workshops and conferences for leadership training at PTSA expense.
- Notify the president when unable to attend a meeting.
- Be prepared to report at executive board and association (general membership) meetings when appropriate. If unable to attend a meeting at which a report is due, arrange for the report to be available at the meeting.
- Perform other duties as assigned.
- The executive board will approve payment for the President and/or delegate(s) to attend leadership functions, such as NYS

PTA Convention, including Summer Leadership Conference, Westchester-East Putnam Region PTA Fall and Spring Conferences, Advocacy Breakfast and Summer Leadership Training, etc.

### **VACANCIES/RESIGNATIONS**

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

**When an officer is unable to complete the term:**

- A letter of resignation shall be sent to the president.
- The date on which the resignation was accepted by the executive committee shall be noted in the minutes.
- The president shall issue notice of an election meeting to the executive board within ten (10) days upon receiving a letter of resignation.
- The president shall appoint a qualified volunteer to fill the term of the vacancy/ resignation until elections can be held in accordance with the bylaws.
- If the president is resigning, the letter shall go to the vice president who shall, by the method indicated in the bylaws, fill the vacancy.
- If the vice president is to assume the office of the president, notice of the election to fill the vice presidency would be served.
- The executive board will hold an election at its next meeting.

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- Consider noting who would perform the duties of the vacant office (other than president) until the election is held.

### **COMMITTEES-STANDING/SPECIAL**

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

**Robert Halmi, Sr. Academy of Film and Television PTSA has established the following STANDING committees:**

- **Membership**
- **Special Education**
- **Fundraising/Special Events**
- **Enrichment**
- **Hospitality**

**Standing committee chairpersons shall:**

- Keep an up-to-date folder/binder and/or shared digital document detailing all work accomplished.
- Keep a copy of the approved plan of work.
- Undertake no work without prior approval.
- Obtain prior approval on all expenditures.
- Have all communications: fliers, press releases, newsletters, testimony, and public comment letters approved by the president.
- Submit receipts of all expenditures to the treasurer before payment is received.
- Count all income received with a second person, submit immediately to the treasurer and obtain a receipt after the amount has been verified.

- Submit all bills immediately to the treasurer for payment.
- Notify the president of all committee meetings to be held.
- Report on all motions and decisions of meetings to the president.
- Prepare a final report for presentation at the annual meeting.
- Pass all committee records and books to the successor within ten (10) days of the end of term of office.
- Not sign any contracts. All contracts must be signed by the president.
- Should additional funds be needed by any committee, the chair shall prepare a report and request a budget amendment at an association (general membership) meeting.
- Chair should hold a follow-up meeting when activity is finished to discuss suggestions and improvements.
- Keep a shared digital document of activities as a guide for future delegates and allow access for editing to the president.

### **MEMBERSHIP COMMITTEE**

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

**The chair of the membership committee shall:**

- See that a membership drive is conducted throughout the year.
- Will attend NYS PTA membership Zoom calls as requested.

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- Collect and create a spreadsheet of all membership committee members including name, contact information, child and grade.
- Give all dues to the treasurer immediately and obtain a receipt after verification of the amount.
- Include membership count with dues to insure accurate payments of state and national dues.
- Provide the secretary with an updated membership list for all meetings.
- Will be trained to use Givebacks and enter all members' information/contact into the system each time new members are received throughout the year.

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.

### SPECIAL EDUCATION COMMITTEE

- Act as liaison to families and students with disabilities. Bring awareness and information about services, educational laws and community support to our members.
- Committee should work with Yonkers SEPTA to build strong partnerships amongst parents, teachers, administrators, existing PTAs and the community, as well as be part of the WEPR special education committee and network with other schools to increase communication for the RHA PTSA parents and students receiving special education services.

- Committee should have regular meetings with the special education director to represent the parents of the committee and the full RHA PTSA.

### FUNDRAISING/SPECIAL EVENTS COMMITTEE

- Plan and execute fundraising events that support RHA PTSA's goals/generate funds to provide curriculum & enrichment programs for RHA students (catalog sales, boutiques, carnivals, etc.). **Only the president is permitted to sign contracts.**
- Help prepare materials for fundraising events (i.e. flyers, fundraising envelopes, etc.).
- Identify sources of funding, such as grants, sponsorships, etc.
- Help recruit volunteers for fundraising events.
- Provide reports to communicate fundraising earnings/data to membership.
- Responsible for planning and executing events, from start to finish.
- Secure business/parent donations for events, if applicable.
- Secure locations for fundraising events, if applicable.

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- Work with the enrichment committee to ensure sufficient funds are available for programs.

### **ENRICHMENT COMMITTEE**

- Responsible for establishing programs and activities that benefit students equitably.
- Work with the fundraising committee to ensure sufficient funds are available for programs.
- Work closely with administration and teachers.

### **HOSPITALITY COMMITTEE**

- Maintain a list and notify individuals who volunteer to bring refreshments for meetings.
- Plan “Welcome Back” breakfast for teachers/staff.
- Plan teacher/staff appreciation luncheon.

**Robert Halmi, Jr. Academy of Film and Television PTSA has established the following SPECIAL committees:**

- **Nominating/Elections**
- **Audit**
- **Budget**
- **Bylaws/Procedures**

### **NOMINATING COMMITTEE**

**(Refer to Bylaws, Article VII, Section 3)**

- There shall be a nominating committee consisting of three (3) members: one (1) of whom shall be elected by the executive board from its body (president **shall NOT** serve on this committee) and two (2) who shall not be members of the executive board, elected by the association at a regular meeting of the association at least sixty (60) days prior to the election meeting. An alternate will be elected. The committee shall elect its chair.
- Committee will report only during the election period and/or if documents need to be drafted for such.

**The chair of the nominating committee shall:**

- Set the date, time, and site of the meeting, giving consideration to availability of members. The date and time shall be known only to the committee members and all deliberations shall be kept in the strictest confidence.
- Make sure that each member of the committee receives a copy of the bylaws, procedures and job descriptions.
- Send out the nomination/recommendation forms to the full community with the approval of the president..
- Operate meetings in a timely and confidential manner.
- Complete a written report signed by all committee members. As the deliberations of the nominating committee are

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confidential, all notes and recommendations regarding considered candidates should be destroyed.

- Notify the president of the completion of the slate.
- Advise nominees to attend the election meeting and the installation of officers, if held.

**In accordance with the bylaws**, the report of the nominating committee must be presented at the election meeting.

- The report must be published two (2) weeks prior to the election meeting. The report will be emailed to the membership through Givebacks.
- The annual meeting shall be held in May.
- Additional nominations may be made from the floor provided the written consent of the nominee has been secured and the chair of the nominating committee has received notice at least two business days prior to the election meeting of the candidate's intention to run.
- The nominating committee shall be dissolved upon completion of nominations.
- If a nominee withdraws before the election meeting, the committee can be reactivated unless the bylaws state otherwise.
- If a newly elected officer resigns before the new executive board is in place, a special meeting should be called to have the new executive board accept the resignation and

fill the vacancy in accordance with the bylaws.

### **AUDIT COMMITTEE**

**The audit committee shall:**

- Conduct a monthly reconciliation of treasurer's records as well as a comprehensive annual audit that will be presented at the annual meeting.
- Review and confirm that the vouchers, any checks entered in the treasurer's records and deposit slips match the deposit verification form; expenses, vouchers and receipts match the checks issued during the monthly reconciliations.
- Work together with the budget committee and keep the treasurer and president apprised of audit findings as they occur.
- The treasurer shall **NOT** be a member of the audit committee, but is allowed to be onsite to provide documentation and answer questions as needed.
- The president shall **NOT** be a member of the audit committee.

### **BUDGET COMMITTEE**

**The budget committee will be chaired by the Treasurer.**

- The budget should include sufficient funds for selected persons of the RHA PTSA to attend leadership training.

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- The budget committee will develop the budget with input from the executive officers and all chairpersons at the start of each fiscal year.
- The budget committee shall work with the audit committee.

### **PROCEDURES COMMITTEE**

- The procedures, written, reviewed and presented by the committee, will be adopted by vote of the executive board at least every three (3) years, similar to the bylaws.
- The Executive Board will follow procedures as a guideline to help in training each responsible person in his/her role.
- The procedures can be revised frequently, according to the needs of the association. They can be reviewed and, if needed, edited, after discussion and vote at a regular meeting.
- The procedures relate to the official rules which are the Robert Halmi, Sr. Academy of Film and Television PTSA official Bylaws.
- The procedures committee shall be dissolved upon completion of procedures including any amendments in order to allow members to join or continue roles in other committees.
- When a new committee is added, procedures can be amended by the president or representative from the former

procedures committee to reflect the rules for the new added committee.

- Procedures committee chair will:
  - Review all procedures after one year and make agreed upon changes with the committee.
  - Conduct complete review of procedures with the committee every 2 years.

### **COUNCIL DELEGATES**

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

**RHA PTSA shall be represented at meetings of the Yonkers Council of PTA/PTSAs by the president (or alternate in case of president's absence) and one (1) delegate.**

**Council delegates shall:**

- Be elected by the Executive Board
- Attend all council, executive board and association (general membership) meetings.
- Represent the unit in the council voting body.
- Present all issues requiring an instructed vote to the association (general membership).
- Report the outcome of an instructed vote to the council.
- Report to the council the concerns of the unit.
- Report on all motions and decisions of the council meetings.

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- Keep a procedure book of their activities as a guide for future delegates.

### **TEACHER LIAISONS**

- A minimum of two (2) teachers will be encouraged to participate as RHA PTSA members and liaisons: one to represent middle school and one to represent high school.
- Teacher liaisons shall volunteer, or be selected by recommendations from RHA administrator(s) and staff.
- A liaison shall attend RHA PTSA meetings.
- Teacher liaisons shall encourage teachers to support RHA PTSA programs and projects.
- Discuss RHA PTSA programs at teacher meetings and bring concerns of the teachers to the RHA PTSA.

### **STUDENT MEMBERS AND REPRESENTATIVES**

- Students are encouraged to participate in the RHA PTSA as full members, officers and committee members. While RHA PTSA encourages student participation and leadership, New York State law requires that the office of president, recording secretary, and treasurer be filled by a person at least 18 years of age. Any vice

president under the age of 18 may assist the president, but may not perform any of the duties of the president.

- Student members can be part of some committees by proactively volunteering by self-recommendation or recommendation of administration, a teacher or parent.
- Student members shall encourage other students to join and participate in RHA PTSA.
- Student members can be matched with adult mentors in their area of interest with the intention of developing marketable skills or resume items for the future.
- If possible, there should be at least two (2) students attending every meeting.
- Two (2) representatives are encouraged: one from middle school and one from high school.
- Student representatives shall use the recommendation forms and volunteer to be the voice of the students.
- Student representatives can self-recommend or will be chosen (or recommended) through RHA PTSA, parents, guidance counselors, faculty, etc.
- There must always be at least two adults in the room with any student during meetings, events, and programs.

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## **ADMINISTRATORS**

### **The principal and/or a designee shall:**

- Attend all board meetings and give a report.
- The principal will work in cooperation with the president and the executive committee.
- Assist the RHA PTSA to better serve the needs of the students.
- Help coordinate RHA PTSA functions that take place during the school day.

## **MEETINGS OF THE ASSOCIATION**

**(REFER TO BYLAWS, ARTICLE XI)**

### **GENERAL MEETINGS:**

- All meetings will be held in accordance with the official bylaws and the calendar.
- There shall be at least three (3) meetings each year, with at least ten (10) days notice given.
- Meeting in September to vote on budget and open committees.
- Meeting in March for election of nomination committee members.
- The annual meeting shall be held in May, at which time annual reports of officers and committee chairs shall be presented.

- The quorum will be ten (10) to conduct business for this unit.
- If there is no quorum, a meeting will be considered for conference purposes only.
- There will be executive committee, as well as executive board meetings for this unit.

## **ZOOM MEETINGS**

**Zoom meetings are official meetings and will follow all requirements of the official RHA PTSA meetings (bylaws and procedures).**

- If utilizing Zoom for PTSA meetings, there needs to be a line on the budget under expenses.
- In order for attendance to be taken on Zoom, all members must type their names into the chat. For families with multiple members sharing the same computer, all names should be listed.
- All members should be on mute while the president is conducting the meeting.
- If a member would like to speak, please use the raise hand feature and wait to be called upon by the president or person currently speaking.
- If a vote is taking place during a Zoom meeting, your vote must be recorded in the chat.
- Ask permission to record the meeting.

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**DISSEMINATION OF COMMUNICATION**

- All of RHA PTSA notices will be sent home in partnership with the school, through email, physical informative paper copies and also via Connect Ed phone calls done by the school (if available, through social media channels as well.)
- Communication to be disbursed will be gathered by the president. The corresponding and recording secretaries are responsible for disseminating them.
- Notices are approved by the president and vice president accordingly.
- Additional modes of documentation shall be provided by officers to all, indiscriminately, as needed and as requested (additional languages, sign language, visual and auditory methods, if possible).

President Signature: \_\_\_\_\_

Chairperson Signature: \_\_\_\_\_

Date Adopted \_\_\_\_\_

Date Revised \_\_\_\_\_