



THE NORTH BROWARD PREPARATORY SCHOOL PARENT STUDENT TEACHER ASSOCIATION

STANDING COMMITTEES' POLICIES AND PROCEDURES



ARTICLE I: SCOPE

The Standing Committees' Policies and Procedures, while defined by the NB-PSTA Bylaws and meant to be consistent with them, are designed to provide more specific guidance to all standing committees of the PSTA. By design, these Policies and Procedures are not intended to contradict any of the PSTA Bylaws; rather, their purpose is to amplify these Bylaws in the context of the practices of all PSTA Standing Committees. In situations where there appears to be a conflict between the Bylaws and the Standing Committees' Policies and Procedures, the Bylaws shall serve as the governing document, and any conflicts that cannot be resolved by referring to the Bylaws should be presented to the PSTA Board for resolution. It is the responsibility of Standing Committee Board Members to familiarize themselves with the Bylaws and govern themselves accordingly while representing the PSTA and the school.

ARTICLE II: PSTA STANDING COMMITTEES

A list and description of PSTA Standing Committees can be found in Addendum A.

ARTICLE III: PURPOSE

The purpose of each Standing Committee is to provide volunteers and resources for the organization it serves, represents, and supports (i.e., USFOL supports the Upper School Learning Commons; LSFOL supports the Lower School Media Center; Football Boosters supports efforts to enhance the reputation of NBPS through communication, advocacy and fundraising for the NBPS Football program.).

ARTICLE IV: STATUS

Standing Committees may hold one of four statuses.

- a. **In Formation:** Describes a Standing Committee during the period of development detailed in Article IX of this document.
- b. **Active:** A Standing Committee in good standing.
- c. **Inactive:** A Standing Committee that has failed to maintain active standing due to failure to do one or more of the following:
 - i. Hold at least three (3) meetings a year, with minutes submitted to the Executive Board.
 - ii. Submit monthly electronic reports to the Executive Board at least forty eight (48) hours prior to the posted Executive Board Meetings on two occasions during a school year. Standard report form can be found in Addendum B.

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- iii. Elect a slate of officers in accordance with the procedures detailed in Article X of this document.
- iv. Submit a yearly budget at least fourteen (14) days prior to the Executive Board allocation meeting.

Inactive Standing Committees will be contacted by the President of NB-PSTA and given adequate opportunity to rectify missing information prior to dissolution.

- d. **Dissolved:** An inactive Standing Committee, which fails to rectify missing information in an appropriate amount of time, may be dissolved by a majority vote of the Executive Board. A Standing Committee may dissolve itself with previous notice to the Executive Board (fourteen calendar days) and a two-thirds vote of Committee Board Members.

ARTICLE V: FUNDS, EXPENDITURES, AND BUDGETS

- a. No part of the net earnings of Standing Committees shall inure to the benefit of, or be distributable to its members, officers, or other private persons except that the Standing Committees shall be authorized and empowered to approve reasonable compensation for services rendered and to authorize payments and distributions, through the PSTA Treasurer, in furtherance of their purposes and goals as set forth herein.
- b. All monies raised by Standing Committees shall be held in a properly identified fund maintained by the Treasurer of the PSTA and identified as contributions from the respective Standing Committee. The expenditure of these monies requires the approval of the Standing Committee Board by majority vote, with the exception of expenditures totaling \$250.00 (two hundred fifty dollars) or 5% of their annual budget, whichever is less, which can be spent at the discretion of the Committee Chairperson to satisfy miscellaneous needs of the organization that may arise. All such discretionary expenditures shall be reported to the Committee Board at the subsequent Board Meeting.
- c. Each Standing Committee shall prepare a budget for the forthcoming year and present it to the PSTA Executive Board for review and approval no less than 14 days prior to the end-of-school-year PSTA allocations meeting.
- d. The fiscal year of all Standing Committees shall follow the fiscal year of the PSTA, which begins on the first day of July and ends on the last day of June of each year.
- e. In the event of dissolution of a Standing Committee, after paying or adequately providing for the debts and obligations of the committee, the remaining assets shall be distributed to the general PSTA account, expenditures to benefit the organization said Committee represented (i.e., FOL monies would be spent on the library). If appropriate expenditures cannot be identified by the year-end allocation meeting, the funds will then become unrestricted.
- f. Standing Committees choosing to engage in a major fundraising effort must first report their plans to the Executive Board to ensure there exists no significant overlap or redundancy with the fundraising efforts of the general PSTA, other Standing Committees or other constituent groups within the NBPS community.

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ARTICLE VI: MEMBERSHIP AND DUES

Section 1: Membership

Membership in Standing Committees shall be available to any individual who has or has ever had a family member attending NBPS or are staff members of NBPS.

Section 2: Dues

Each Standing Committee Board shall determine whether annual dues for membership are required, and if so, the amount.

ARTICLE VII: MEETINGS

Section 1: Standing Committee Board Meetings

- a. The purpose of Standing Committee Board Meetings is to conduct all business as necessary to work toward fulfilling the goals established for the year by the Committee Board; approve minutes of the previous meetings; hear reports from officers and committees; hear any and all motions presented and vote on said motions; and clear any unfinished business if applicable.
- b. Each Standing Committee shall determine the frequency of its meetings based on the specific needs of the organization, but must meet at least three (3) times each fiscal year.
- c. Standing Committee meetings shall be announced in advance and be open to all members. However, non-Board members (with the exception of the PSTA President) may be required to exit the meeting if the Committee Board determines a private session is warranted.
- d. Subcommittee meetings (i.e., book fair subcommittee) do not require advance notice, but all interested members are welcome to attend.
- e. Special meetings of Standing Committees with appropriate advance announcement may be called by the Chairperson or by a majority of the members of the Committee Board.

Section 2: Emergency Meetings

In the unlikely event of an emergency, an emergency meeting may be called by the Headmaster, PSTA President, or Committee Chairperson, and may be called without the customary notice requirements.

Section 3: Quorum

A minimum of two-thirds of Committee Board Members shall constitute a quorum for the transaction of business in any Standing Committee meeting.

ARTICLE VIII: STANDING COMMITTEE BOARD MEMBERS

Section 1: Officers

Standing Committee Boards shall be comprised of the officers of the Committee, a staff representative, and an administrator of the school. Staff and administrative members are non-voting members. The Officers of Standing Committees shall consist of a Chairperson, a Vice-chairperson, a Secretary, a Treasurer (could be a Secretary/Treasurer if necessary), and other officers as deemed necessary to the smooth operation of the organization with the approval of two-thirds of the Committee Board. Offices can be combined (i.e., secretary/treasurer) if necessary and held by the same person with the approval of two-thirds of the Committee Board.

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- a. Officers shall be elected annually any time following the publication of the PSTA Executive Board slate, but prior to the preparation of a budget for the forthcoming fiscal year. New officers shall be nominated and elected following the rules set forth in Article VIII regarding the Nominating Subcommittee.
- b. All Officers must be members of the PSTA.
- c. Officers shall assume their official duties following the end of the school year and shall serve for a term of one (1) year with the position of Vice-chairperson moving into the Chairperson position after serving one year as Vice-chair. With the exception of Chairperson and Vice-Chairperson, there are no term limits; therefore, officers may be slated/elected to the same position held in the previous year. In addition, once a Chairperson and Vice-Chairperson have served their terms as Chair and Vice-Chair, they may be slated/elected to serve in these same roles in subsequent years (but not consecutive years).
- d. A vacancy occurring in any office may be filled for the unexpired term by a person selected by a majority vote of the Committee Board after notice of such a vacancy is announced through normal Standing Committee communication channels (i.e., school website, email, newsletters, etc.).
- e. In the most unlikely circumstance that removal of a Committee Board Officer is warranted, the Standing Committee seeking such removal must prepare a written Motion which specifies its grounds for seeking removal. The Motion shall be reviewed by the PSTA Executive Board, and the decision to remove shall require a majority vote of the PSTA Executive Board.

Section 2: Duties of Officers

All officers of Standing Committees are expected to attend all Committee Board meetings and perform the duties prescribed herein. At the end of their term, officers shall deliver to their successors all official material not later than ten days following the end of the school year, with the exception of the Treasurer, who shall close the books at the end of the fiscal year, then deliver said material to her/his successor.

Each Officer also has specific duties including but not limited to the following:

- a. **Chairperson** shall preside over meetings of the organization, set meetings and agendas, serve as the spokesperson for the organization, and coordinate the work of all the officers and subcommittee chairpersons so that the purpose of the organization is served. The Chairperson is a non-voting member of the Standing Committee.
- b. **Vice-chairperson** is a two-year (2 year) commitment (one year as Vice-chair and the following year as Chair). The Vice-chairperson assumes the duties of the Chair in the event that the Chair vacates the position before the position has ended. The Vice-chairperson assists the Chair and the organization in whatever activities are deemed necessary to further the goals and purpose of the Standing Committee. The Vice-chairperson is a voting member of the Committee Board

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- c. **Secretary** shall keep all records of the organization, record minutes of all Standing Committee meetings, help to prepare the agenda for all meetings with the recommendations of the Chair, handle correspondence, and send notices of meetings to members. The Secretary also has custodial responsibility of the records of the Standing Committee. The Secretary is a voting member of the Committee Board.
- d. **Treasurer** shall oversee all funds collected by the Standing Committee, keep a full and accurate record of receipts and expenditures, and submit receipts and payment requests for all approved expenditures to the PSTA Treasurer for payment. The Treasurer will present a financial statement at every meeting and at other times of the year when requested by the Committee Board, and make a full report at the end of the year. The Treasurer, in collaboration with the Administrative/Staff Liaison, shall prepare an annual Committee budget and present it to the Committee Board for approval at the Committee Board's May meeting. The Treasurer in coordination with the PSTA Treasurer shall be the custodian of all financial records of the Committee. The Treasurer is a voting member of the Committee Board.
- e. **Events Coordinator** (optional position; title can be changed by Committee approval to best identify the specific needs of each Standing Committee) establishes a list of fundraising events to be discussed and voted on by the Committee Board, works with the Volunteer Coordinator, if there is one, to find Subcommittee Chairpersons for all events organized by the organization, and oversees all Subcommittee Chairpersons for all Committee-sponsored events throughout the year. The Events Coordinator prepares or calls upon each Subcommittee Chairperson to prepare a plan of work and budget. These plans are presented to the Committee Board for approval prior to the event. Records are kept and maintained by the Events Coordinator. If the Standing Committee has an Events Coordinator, she/he is a voting member of the Committee Board.
- f. **Programs Coordinator** (optional position; title can be changed by Committee approval to best identify the specific needs of each Standing Committee) establishes a list of programs to be discussed and voted on by the Committee Board, works with the Volunteer Coordinator, if there is one, to find Subcommittee Chairpersons for all programs hosted by the organization, and oversees all Subcommittee Chairpersons for all Committee-sponsored programs throughout the year. The Programs Coordinator prepares or calls upon each Subcommittee Chairperson to prepare a plan of work and budget. These plans are presented to the Committee Board for approval prior to the program. Records are kept and maintained by the Programs Coordinator. If the Standing Committee has a Programs Coordinator, she/he is a voting member of the Committee Board.
- g. **Volunteer Coordinator** (optional position) shall arrange for volunteers as needed for all Committee or organizational needs. The Volunteer Coordinator shall keep a master list of volunteers for every school year in coordination with the PSTA Vice President of Volunteers. If the Standing Committee has a Volunteer Coordinator, she/he is a voting member of the Standing Committee.

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ARTICLE IX: FORMATION OF NEW STANDING COMMITTEES

Any member of the PSTA may initiate the development of a new Standing Committee. Creation of a Standing Committee shall proceed through three (3) phases: exploratory, leadership identification and ratification. Steps within each phase may be repeated.

- a. **Exploratory Phase:** Parties considering the formation of a new Standing Committee need to establish interest and support among the constituent parent group and request approval from the PSTA Executive Board. This exploratory phase will include:
 - i. A town hall meeting with the concerned parent group, potential faculty advisors, administration and no fewer than three (3) members of the Executive Board to discuss the need for and goals of the potential Standing Committee; measure parental interest; determine feasibility of potential activities and to identify potential leaders within the parent group.
 - ii. If interest merits, a letter to the Executive Board requesting the formation of a new Standing Committee should be submitted to the President. This letter must include: the purpose of new committee, constituents it will serve, name of the faculty advisor and potential activities and fundraisers.
 - iii. The written request will be considered at the next PSTA Board Meeting. The Board will decide by majority vote if additional exploration is necessary, if the request is denied or if the new Standing Committee will enter the leadership identification stage.

- b. **Leadership Identification Phase:** The Executive Board will identify a Nominating Subcommittee which will include the faculty advisor, a current member of the Executive Board and one member of the constituent parent group who is not interested in holding a Committee Office.
 - i. Once the Nominating Subcommittee is ready to accept applicants, a notice will be sent out to all NBPS parents, via normal PSTA and departmental communication channels, outlining the purpose and goals of the proposed Standing Committee, notifying them of the formation of the Nominating Subcommittee and requesting a letter of interest and/or resume for the position in which they are interested.
 - ii. The deadline for submissions of interest will be determined by the Nominating Subcommittee, but shall be no sooner than one week from the date of the notice identified in Article IX b (i). Once the deadline is past, the Nominating Subcommittee will meet to review applications and prepare a slate.
 - iii. Once the slate is prepared, it will be presented to the Executive Board who will set a meeting date for the election of new officers. Said meeting shall be announced through communication channels outlined in Article XI b (i), and the slate shall be published in those communications. The date selected for the election meeting must be at least ten (10) days after the slate has been formally published. Additional persons who were not slated may send a written request (mail, fax, or email) to the NB-PSTA President, no later than five (5) days before the election meeting, asking to be added to the slate.
 - iv. If there are no additions to the slate, slated officers must be approved

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by majority vote of the Executive Board. If there are additions to the slate, a vote of the PSTA Executive Board will be held and the candidate with the majority of votes will be elected. In cases of a tie, the President will be the tiebreaker.

- c. **Ratification Phase:** Once the slate of officers is approved they must work with their faculty advisor to develop a budget and plan of activities for the year. They may also, if needed, create an addendum to this document that specifies attributes particular to their Standing Committee. This addendum must be consistent with PSTA By-laws as well as Standing Committees' Policies and Procedures. The addendum must be submitted to the Executive Board for review and approval. Upon receipt of the potential Standing Committee's budget and plan for the year, the PSTA Executive Board will hold a final vote to ratify the Standing Committee.

ARTICLE X: NOMINATING SUBCOMMITTEE FOR ELECTION OF OFFICERS OF ACTIVE STANDING COMMITTEES

- a. The Nominating Subcommittee for each active Standing Committee will be comprised of the Standing Committee's Chairperson and Vice-chairperson, and its faculty advisor.
- b. The Vice-chairperson shall serve as Chair of the Nominating Subcommittee.
- c. The purpose of the Nominating Subcommittee is to recommend a slate of officers for all Board positions for the following year. Any disagreements between Nominating Subcommittee members regarding the selection of a slate should be brought to the PSTA Executive Board for resolution. All communications between Nominating Subcommittee members regarding the selection of the slate shall be private and confidential.
- d. Once the Nominating Subcommittee is ready to accept applicants, a notice will be sent out to all NBPS parents, via normal PSTA and Standing Committee communication channels, notifying them of the formation of the Nominating Subcommittee and requesting a letter of interest and/or resume for the position in which they are interested.
- e. The deadline for submissions of interest will be determined by each Standing Committee. Once the deadline is past, the Nominating Subcommittee will meet to review applications and prepare a slate.
- f. Once the slate is prepared, it will be presented to the existing Standing Committee Board, who will set a meeting date for the election of new officers. Said meeting shall be announced through communication channels outlined in Article X (d), and the slate shall be published in those communications. The date selected for the election meeting must be at least ten (10) days after the slate has been formally published. Additional persons who were not slated may send a written request (mail, fax, or email) to the Nominating Subcommittee Chairperson, no later than five (5) days before the election meeting, asking to be added to the slate.
- g. If there are no additions to the slate, slated officers must be approved by majority vote of Standing Committee members who attend the election meeting. If there are

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additions to the slate, popular vote of Standing Committee members who attend the election meeting using private ballots will determine the winner. In cases of a tie, the Standing Committee Chairperson will be the tiebreaker.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern meetings.

ARTICLE XII: AMENDMENTS

These Policies and Procedures may be amended with two-thirds approval of the Chair and Vice-chair of each Standing Committee and the President of the PSTA after notice has been given in writing to each Standing Committee and the PSTA President by the Secretary of whichever Standing Committee is seeking the amendment(s). Notice may be given by postal mail, e-mail, or fax and must include the text of the proposed amendments.

ADDENDUM A

Active NB-PSTA Standing Committees

Upper School Friends of the Library (US FOL)

Lower School Friends of the Library (LS FOL)

The NB-PSTA Friends of the Libraries Standing Committees shall support quality library services, collections and programs for all students through communication, advocacy and fundraising efforts

NBPS Football Boosters (Soaring Eagles)

The committee shall support and enhance the reputation of NBPS through communication, advocacy and fundraising for the NBPS Football program.

NBPS Lacrosse Boosters

The committee shall support and enhance the reputation of NBPS through communication, advocacy and fundraising for the NBPS Lacrosse program.

ADDENDUM B

**NB-PSTA STANDING COMMITTEE
Monthly Electronic Report**

Standing Committee Name:

Date:

List meetings during the past month (answer may be none). Attach minutes of any board meetings to this report.

If your organization has spent or raised money during the last month, please detail activity or attach a budget update.

Do you have any events or programs that your organization needs to be promoted in the PSTA weekly newsletter? If so, please include pertinent information and appropriate contact information, or indicate that you have already sent such information to the VP of Communications.

Do you need to have an officer attend the next Executive Board meeting for an in-person report?

Prepared by:

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