



**COMMACK PTA COUNCIL**

**Policies and Procedures Manual**

**Adopted by the Executive Committee**  
**January 23, 2018**

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## **Introduction**

The purpose of the PTA Council is to inform, advise, guide, instruct, and encourage the leaders of the local units and to be responsive to their needs for training and coordination of efforts of the member units. PTA Council's goal is to help units continue to grow stronger and be effective advocates for all of Commack's students.

To further this mission, the following policies were created by a special PTA Council Committee made up of volunteers from various units. The goal was to provide units with guidelines and sample policies from which they can then customize to fit the needs of their particular units, adopt, and follow in order to adhere to NYS PTA guidelines and 501(c)(3) rules.

Procedures are important as they are a cumulative record of the association's experience and serve as a guideline for current and future officers and chairs.

## **PTA Code of Conduct**

*As a member of the PTA Executive Board I will:*

1. Be knowledgeable and acquire information pertinent to my PTA duties, then share and report this information to others. I acknowledge that learning is an expectation as well as a continuing process and that information should be obtained from a variety of sources including worldwide media, websites, and National PTA.
2. Advocate for children.
3. Be open-minded, positive, and approachable when dealing with fellow members and with the public, presenting a positive and open image for the PTA.
4. Work collaboratively in-house, with outside organizations, and within the greater community in order to strengthen PTA.
5. Be reliable and perform my duties to the best of my abilities in a cooperative and timely manner.
6. Dedicate the time needed to fulfill my duties. If I am temporarily unable to do my PTA job, I will notify the President and work out a plan ensuring the work gets done. If I cannot regularly fulfill my duties, I will resign. I am responsible for my duties and assignments.
7. Be respectful of others.
8. Be flexible and open to compromise.
9. Remain accountable for my words and deeds.
10. Conduct myself in an ethical manner.
11. Understand that any items purchased with PTA funds remain the property of PTA.

*I will not:*

1. Speak for or on behalf of the PTA without the prior knowledge and approval of the President or Executive Committee.
2. Treat others with disrespect.
3. Discuss Executive Board debate and confidential issues beyond the boardroom walls.
4. Undermine the authority of the President or the Executive Committee.

**Executive Board Duty of Care, Loyalty and Obedience and  
Conflict of Interest Policy**

The Duty of Care requires Executive Board members to be reasonably informed about what the PTA does, to participate in decision-making, and to act in good faith. Executive Board members are expected to use good business judgment when making decisions and protecting PTA's assets. The PTA's primary asset is its name and reputation.

The Duty of Loyalty requires Executive Board members to act in the best interest of the association. Executive Board members should not make decisions based on whether or not they or their family will benefit but, instead, on what is best for the PTA. They should not share confidential information.

The Duty of Obedience requires Executive Board members to comply with all local, state and federal laws. Since our PTA is a 501(c)(3) nonprofit, Executive Board members must follow IRS regulations and file proper annual IRS reports. Executive Board members' actions must also comply with PTA's mission and purpose, and Executive Board members must obey the PTA's bylaws.

Board members shall conduct themselves with integrity and honesty and act in the best interests of this PTA. Disclosure by an Executive Board member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and protection of each individual.

In consideration of our PTA affiliation with the NYS PTA, for the protection of its integrity and its 501(c)(3) status, and for Executive Board members' protection, Executive Board members individually, during their terms of office, shall:

1. Abide by and represent our PTA bylaws, the NYS PTA policies, positions, procedures and National PTA purposes and mission statement;
2. Discharge the duties and responsibilities of their individual offices with fidelity, integrity, and honesty and declare any and all personal and/or extended family conflicts of interest when PTA issues, decisions, and funds are involved;
3. Not misuse the PTA's federal tax-exempt status or exemption from sales tax for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted PTA programs, projects, and activities.
4. Refrain from making slanderous or defamatory comments regarding any individual or organization.
5. Follow the NYS PTA and insurance guidelines for fund-raising.

6. Abide by the following:
  - a. Board members and/or their families shall not use their relation to this PTA for financial, professional, business, employment, personal, and/or political gain.
  - b. A conflict of interest exists when an Executive Board member would have to participate in the deliberation or decision of any issue of this PTA while, at the same time, the Executive Board member and/or his/her extended family has financial, professional, business, employment, personal and/or political interests outside the PTA that could predispose or bias the Executive Board member to a particular view, goal or decision.
  - c. Executive Board members shall declare to the officers of this PTA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA and their and/or their extended families' financial, professional, business, employment, personal and/or political interests.
  - d. When a conflict of interest is declared, the Executive Board member shall not use his/her personal influence of position to affect the outcome of this vote and shall leave the room during deliberations and the vote.
  - e. The minutes of the meeting shall reflect that a conflict of interest was declared.
  - f. Executive Board members shall not:
    - i. Use PTA's name, influence, or resources for their personal benefit or personal gain.
    - ii. Directly or indirectly use their current PTA position, the PTA name or organization for or against any specific candidate for elected public office, which is contrary to federal tax laws and the guidelines and policies of the PTA.

## **Whistleblower Policy**

### *Reporting Responsibility*

It is the responsibility of all Executive Board members, officers, and members to comply with the PTA Code of Conduct and to report violations or suspected violations in accordance with this Whistleblower Policy.

The PTA has an open-door policy and suggests anyone with questions, concerns, suggestions or complaints contact any PTA Executive Committee Member so that we can address them properly. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. An investigation will take place within 15 days of the report. A conclusion or an update on the progress of the investigation will be written and provided to parties involved within 30 days of the original report. If warranted, appropriate corrective action will take place within 30 days of the original report.

### *No Retaliation*

No Executive Board member, officer, or member who in good faith reports a violation of the PTA Code of Conduct shall suffer harassment, retaliation or adverse employment consequence. This Whistleblower Policy is intended to encourage and enable members of the PTA to raise serious concerns within the PTA prior to seeking resolution outside the PTA.

### *Acting in Good Faith*

Anyone filing a complaint concerning a violation or suspected violation of the PTA Code of Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the PTA Code of Conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense.

### *Confidentiality*

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Executive Board and Executive Committee Procedures**

The Executive Board shall:

- Present a report at meetings of the general membership.
- Appoint the following special committees: audit, budgeting
- Attend unit meetings
- Attend region and state PTA workshops and conferences for leadership training at PTA expense.
- Notify the President when unable to attend a meeting.
- Be prepared to report at general membership meetings when appropriate. If unable to attend meeting at which report is due, arrange for the report to be available at meeting.
- Perform other duties as assigned.
- A School Board member may not serve on a unit's Executive Board because it is perceived as a conflict of interest.

Executive Committee Members shall:

- Attend all unit meetings.
- Attend region and state PTA workshops and conference for leadership training at PTA expense.
- Appoint chairs of standing committees with the approval of the President.
- Make recommendations to Executive Board for programs, calendar, and other actions deemed necessary.
- Hold an organizational meeting to set dates for Executive Board and general membership meetings and to plan programs.
- Review and submit the proposed budget to the general membership for approval.
- Meet at the call of the President or a majority of committee members.
- Prepare calendar with the President.
- Notify President when unable to attend meeting.
- Perform duties as assigned from time to time.
- Perform bank reconciliation when appropriate.
- Attend the Founders Day dinner.
- Relatives/spouses can serve together as officers of a unit's PTA, but caution must be taken to ensure there is no conflict and that financial internal controls are followed. For example, if one spouse is President and the other is Treasurer, both cannot be signatories on the PTA banking accounts. Somebody unrelated to the Treasurer must co-sign checks and approve expenditures.

## Committees

### *General Information*

Committees make our many programs and services possible. “Standing committees” perform a continuing function and remain in existence permanently. “Special committees” are formed to accomplish a specific objective or a single project and are disbanded after the project is complete.

The following is a list of the PTA Council’s Standing Committees:

Advocacy  
\*Arts in Education  
\*Budget  
\*Disabilities Awareness  
\*District Action Awareness (formerly called Publicity)  
Education  
Environment  
\*Founders Day  
\*Health and Safety  
Historian  
Hospitality  
Legislation  
\*Nutrition  
\*Photography  
REACH Liaison  
Scholarship  
\*School Board  
Parliamentarian  
Website/Social Media

\*In order for every unit to have representation at each of these committees on the district level, it is strongly urged that each unit sustain those committees listed above with a “\*”.

Units are free to determine which committees are appropriate for their needs and may add, delete, change, and/or consolidate as necessary.

### *Committee Procedures*

Standing committee chairs shall:

- Keep an up-to-date folder (notebook) detailing all work accomplished.
- Keep a copy of 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 treasurer before payment is received.
- Count all income received with a second person, submit immediately to treasurer, and obtain a receipt after amount has been verified.
- Submit all bills immediately to the treasurer for payment.
- Notify president of all committee meetings to be held.
- Prepare final report for presentation at the annual meeting.
- Pass all committee records and books to successor within 15 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.
- File building use forms when necessary (include where to get them and how to file).
- Chair shall hold a follow-up meeting when activity is finished to discuss suggestions, improvements.

Committee chairs and members should be selected as to eliminate potential conflicts of interest. A conflict of interest exists when a committee chair would have to participate in the discussion, deliberation or decision of any issue of this PTA while, at the same time, the committee chair and/or his/her extended family has financial, professional, business, employment, personal and/or political interests outside the PTA that could predispose or bias the committee chair to a particular view, goal or decision.

### **School Based Management Team (SBMT)**

At the unit level, the PTA is responsible for choosing the parent/guardian representatives of the SBMT. PTA encourages all parent members to apply in order to advance inclusivity and to have as many views as possible on SBMT. Executive Committee members are eligible to be a parent/guardian SBMT representative, but one Executive Committee member may serve on SBMT at a time.

As stakeholder parent/guardian representatives, the parent/guardian SBMT representatives must effectively communicate the views of the constituency to the SBMT. SBMT representatives shall attend PTA meetings in order to gather the viewpoints of the parents and report back to SBMT and to report what the SBMT is doing back to the parents. To that end, we strongly urge that SBMT representatives become PTA members.

### **Class Dues Recommended Guidelines**

It is important for everybody to know that Class Dues ARE NOT PTA monies. They are not provided by the PTA, are not managed by the PTA, and are not spent by the PTA. Class parents are chosen by the teachers, not the PTA unit. Because PTA has no discretion over the spending of the funds, these funds do not and cannot go through PTA.

The purpose of Class Dues is to cover costs of activities for the primary and intermediate classroom (like holiday class crafts) for the school year.

Principals and teachers should set the dollar amount to be charged per parent per class.

PTA Council further recommends the following guidelines for Class Parents:

- Class Parents should meet with the teacher to go over the amount of Class Dues received to plan the yearly classroom activities and budget accordingly.
- Class Parents should communicate to parents throughout the year what the money is being spent on.
- After the winter recess, Class Parents should communicate the balance of the dues to the teacher and determine if any changes to planned activities need to be made.
- Any surplus at the end of the year should either be refunded to the parents or put towards a gift/experience for the students.

PLEASE NOTE that PTA guidelines do not allow for PTA monies to be spent for the benefit of any individual, including teachers, assistants, and individual students. PTA units put their charter in jeopardy if they provide money to Class Parents for the purpose of individual gifts.

## Social Media

The PTA has established the following policies for Social Media communication. The PTA social media presence is limited at this time to a Facebook page.

The purpose of the PTA Facebook page is to:

- Build Community
- Increase Awareness
- Encourage Participation
- Grow Membership

All content published on the PTA Facebook page or other social media platforms must be in accordance with the following intended uses:

- Encouraging membership in the PTA
- Providing advance notice of PTA and school events and programs
- Requesting volunteers to assist with PTA activities
- Encouraging participation in PTA activities, events, and programs
- Informing families about news, events, programs, or legislation that may affect the school or education
- Recognizing special achievements or accomplishments of PTA members or school staff/community members
- Information about work that the PTA has done
- Advocacy for the well-being and education of all children
- Encouraging support for PTA legislative initiatives, when appropriate
- Recognizing PTA partners and supporters, when appropriate
- Other uses, as approved by the PTA Executive Board

Photos and videos may be uploaded periodically to the PTA Facebook page. It is the policy of PTA to post no photos of any children unless the express permission has been granted by the parent/guardian. In addition, minors will never be identified by name in comments or tagged in online photos. Adults over the age of 18 may be identified by name.

The PTA Facebook page will be maintained by people delegated with the task by the PTA Executive Board in accordance with this policy. If a PTA member would like to be considered to be a regular communicator on the PTA Facebook page, a request must be submitted to and approved by the PTA Executive Board. All others may submit their communications to the PTA Executive Board for posting to the PTA Facebook page.

Responsibility for the PTA's social media platforms will transition to the incoming PTA president and the appropriate chair along with other responsibilities. The outgoing and incoming presidents will be responsible for coordinating and executing a seamless transition without substantial delay.

While the PTA does not seek to censor posts or limit freedom of speech on its social media platforms, all content must be in compliance with the PTA's policy and intended uses. Any content that is deemed to be prohibited or objectionable will be removed by Facebook page administrators. The following uses are prohibited on any PTA media outlet, including social media platforms:

- Cyber bullying of any kind, including insulting, targeting, embarrassing or excluding any individuals, including but not limited to school board officials, school administrators, teachers, PTA members, students, parents, or other individuals.
- Putting down any individuals, or other organizations/associations.
- Discrimination of any kind on age, gender, disabilities, race, sexual orientation, etc.
- Threats of physical or verbal abuse.
- Inflammatory statements.
- Allegations against persons, or organizations.
- Offensive language, including but not limited to ethnic, religious and racial slurs; profanity; sexually explicit language and the like; including acronyms of offensive expressions.
- Discussions/portrayals of alcohol and/or drug use (unless in an educational context).
- Advertising for businesses, except to the extent that such advertising occurs in conjunction with fundraisers and/or recognition of PTA partners and supporters.
- Furthering an issue or product for personal or professional gain.
- Airing grievances with school board officials, school administrators, teachers, PTA member, students, or other individuals.

Determination of prohibited use or objectionable content is at the sole discretion of the PTA Facebook administrators.

## **Internal Financial Controls**

The purpose of adopting internal controls is to ensure the proper management of PTA assets.

### *Budgeting*

1. A budgeting committee (consisting of the Treasurer and any unit member appointed by the Treasurer and President) will meet and prepare a proposed budget. The preliminary budget will consider estimates, sources of income, expense needs, current financial conditions and knowledge of the previous year's income and expenses.
2. The proposed budget will show all sources of income, totaled and balanced against all total expense categories.
3. The proposed budget will be reviewed by the Executive Committee and then a final proposed budget will be put before the membership for adoption at the first meeting of the school year.
4. All monies received and spent shall be recorded by the Treasurer and a monthly report shall be presented at each monthly meeting.
5. Any changes to the budget once adopted must be voted on by the membership.

### *Auditing*

1. Every month, the bank statements will be reconciled and signed by somebody other than the Treasurer.
2. At the end of every fiscal year, a complete audit of the Treasurer's records will be conducted and reported to membership at the next meeting.
3. All signed bank statements and audits shall be kept.

### *Accounting/Banking*

1. PTA monies are always kept separate from school, personal, or other organizations' funds.
2. State portions of membership dues and required information is maintained and sent to NYS PTA timely.
3. Expense vouchers are required to be properly filled out and maintained in order to reimburse expenditures or pay expenses.
4. Checks are not pre-signed.
5. Two unrelated signatories are required on all checks.
6. No checks are to be made out to cash.
7. Monies shall be counted by two unrelated individuals and deposited in a timely manner.

### *Insurance*

1. PTA will pay timely its annual insurance premium.
2. Copies of the current insurance policy is maintained with the Treasurer.

### *IRS and Tax Forms*

1. PTA will timely file the applicable Form 990 every year.
2. PTA's NYS Tax Exempt number shall not improperly shared.

### **ATM Card/Credit Card/Debit Card Policy**

Both National and NYS PTA highly recommend that the use of debit cards not be used as a form of payment. Deposit only ATM cards are acceptable if your bank offers this service.

PTA credit cards (not linked to a banking account) are to be used for PTA business purposes only, and are never, under any circumstances, to be used for personal expenses. A receipt from all uses of a such cards must be included with an expense report. The expense report must detail the purpose of the charge. Only signatories on the PTA banking account(s) should have access to ATM cards, credit cards, and debit cards.

Any charges for which an expense report has not been submitted within thirty (30) days will be considered the personal responsibility of the individual making the purchase.

All charges must adhere to the budget adopted by the association. Any charges not covered by the budget must be approved prior to payment/reimbursement.

### **Returned/Bounced Check Policy**

The PTA recognizes the tremendous financial support given by our parents. We understand that occasionally people will have to deal with economic issues that result in a returned/bounced check. At the same time, we are a volunteer non-profit organization and must protect our assets for uses that are permissible under our charter.

The PTA considers the return of checks for any reason (e.g., insufficient funds or closed accounts) to be a serious matter and will take necessary steps to collect all funds owed to the PTA for events, activities, or goods. The procedure outlined below will be used in the collection of outstanding funds on returned checks and on a person's check writing privileges after having written a returned check.

Upon initial notice from the banking institution:

1. The check writer will be notified of the returned check via telephone, email, or letter. Any telephone conversation or message will be documented. The check writer will need to respond to the contact within five (5) days to make arrangements for payment of the returned check plus a service fee equal to the charge incurred by the PTA for the returned check (the fee is currently \$10 [insert amount bank charges if different]). All attempts to contact the check writer will be documented with date, time, type, and any other appropriate information.
2. If contact has not been made within five (5) days, a written demand for payment will be sent to the check writer for the amount of the returned check plus any and all incurred fees.
3. If the check writer fails to pay the amount within thirty-five (35) days from the date of the written demand, the PTA may begin aggressive steps to obtain payment, including the pursuit of civil and/or criminal remedies under applicable laws, as it deems appropriate.

The name of any returned check writer will be entered onto the Returned Check List maintained by the PTA and provided to all PTA members of committees who receive, or may receive, check payments. Any person who does not make restitution on a returned check, or who makes restitution after the PTA's pursuit of civil or criminal remedies, may be prohibited from making payment by check to the PTA.

### **Accepting Credit Cards for Payment**

The ability to accept credit and debit cards as payment is increasing in demand. As a result, the PTA may decide to accept credit cards as a form of payment with implementation of the following practices:

- We will not transmit a cardholder's credit card data by email, mail or fax
- We will not store credit card data for customers on paper or electronically in an unsecured/unlocked area
- We will not store PIN or CVV2/CVC2/CID numbers
- We will not share user IDs for system access
- We will never acquire or disclose any cardholder's data without the cardholder's consent
- We will ensure that the person taking the credit card information and/or processing the transaction is properly trained in best practices
- Each person who has access to credit card information is responsible for protecting it
- We will keep enough documentation for each transaction to ensure that disputed charges do not become a problem
- When a refund is necessary, the refund must be credited only to the same account from which the purchase was made.

Out-sourcing these functions to a third-party will assist in assuring the PTA follows the practices set forth above.

## Officers

**These are from the NYS PTA Resource Guide. Please modify as necessary to ensure compliance with your bylaws and to better represent what your unit needs.**

*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 at every meeting.
- Prepare the calendar for the year with the Executive Committee.
- Coordinate the work of the Executive Committee and chairs so that the goals of the PTA are realized.
- File signature at bank where the funds are deposited and can sign check with the Treasurer.
- Sign all contracts for the PTA with name and title.
- Share all national, state, and region PTA mailings and other information with all unit/council members, especially the appropriate chairs.
- Complete year-end Local Unit Report Form received from NYS PTA office and return to the region director in a timely manner.
- See that the name, home address, email address and telephone number of the succeeding-year president are sent to the region by June 15 or as soon as possible.
- Notify the region director of any change of address.
- Appoint committees to select recipients of Honorary Life Membership Award, Distinguished Service Award, and/or other awards to be presented.
- Attend PTA region and state leadership training and workshops and encourage board members to attend.
- Represent the association at PTA region and state functions or assign an alternate.
- The president is not, and can not be, a member of the Nominating Committee and does not attend its meeting(s).

*Co-Presidents:*

- Share the responsibilities and duties of the office of President.
- Share one vote.
- Are held accountable for the decisions of both individuals.
- The resignation of one Co-President does not result in a vacancy.
- Co-Presidents are required in the following circumstances: 1) if the unit's bylaws require Co-Presidents and 2) where the President is an employee of the Commack School District (to avoid any potential conflicts of interest).

*The First Vice Presidents shall:*

- Act as an aide to the President.
- Preside at meetings of the PTA when the President is unable to attend.
- Represent the PTA 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.

*The Second Vice President shall:*

- Serve in the place of the First Vice President when necessary.
- Act as a liaison to teachers.

*The Third Vice President shall:*

- Be a liaison between the student body and the PTA.
- Encourage student membership and participation in PTA.

*The Recording Secretary shall:*

- Assist the President with preparation of the meeting agenda
- Bring to each meeting a copy of the bylaws and procedures, list of members, agenda, minutes of the previous year, treasurers reports, and list of all committees (including their chairs and members)
- Record minutes at Executive Committee, Executive Board, and general membership meetings.
- Send names and addresses of elected officers to the region director immediately following the election.
- Maintain a permanent printed file of minutes, committee reports, membership lists and records of the PTA.
- Take attendance of meetings.

*The Corresponding Secretary shall:*

- Conduct correspondence of the PTA as directed by the President or Executive Committee.
- Keep membership informed of all correspondence received.
- Send notices of all meeting to Executive Committee and Executive Board members.
- Prepare for distribution to the membership all PTA notices and notices of PTA meetings.
- Maintain an up to date file of all correspondence.

*The Treasurer shall:*

- Be custodian of all funds.

- File new bankcards when the new officers assume office, indicating that two signatures are required on all PTA checks.
- Include the following in report at all meetings: balance on hand in all accounts, total receipts and disbursements in all accounts.
- Have bank statement reconciled monthly by an officer who has not signed checks during that period.
- Keep an accurate and detailed account of all monies received and disbursed.
- Receive all monies for all accounts.
- Pay all bills by check. Make no disbursements without proper receipts and only for approved expenditures.
- Keep President advised of financial transactions.
- Present budget report to President every three months or as requested.
- Alert Executive Board to budget lines near depletion, as well as those over budget.
- Include PTA name and code number on all checks submitted to regions, state, and National PTA.
- Submit insurance premium by June 1.
- 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.
- Keep record of state and National PTA's portions of dues separate from the record of unit's general fund.
- Pay Council dues (if a member unit) as required by Council bylaws.
- Deposit all funds received in PTA account immediately following an event.
- Have books, records, and receipts prepared timely for audit.
- Prepare and file the proper IRS 990 form within 4 ½ months after the end of the fiscal year.

*The Immediate Past President shall:*

- Service in an advisory capacity giving advice based upon experience when called upon.
- Act in a helpful manner.
- Assume an active role on the Executive Board at the request of the new President.

*Council Delegates shall:*

- Attend all council, Executive Board and general membership meetings.
- Represent the unit at Council.
- Present all issues requiring an instructed vote to the 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 decision of the Council.
- Keep a procedure book of their activities as a guide for future delegates.
- Effective February 2017, no longer be members of the unit's Executive Committee (unless and until the unit's bylaws are changed during the regular review period).

**Filling Vacancies**  
**(If not already in the Unit's Bylaws)**

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 5 days upon receiving a letter of resignation.
- If the President is resigning, the letter shall go to the First Vice President who shall, by the method indicated in the bylaws, fill the vacancy.

If the First Vice President is to assume the office of President, notice of the election to fill the Vice Presidency will be served.

The Executive Board will hold an election at its next meeting.

The resignation of one Co-President does not result in a vacancy.