



BYLAWS

POLICIES

DOCUMENTS & RECORDS

MANHASSET

SCHOOL

COMMUNITY

ASSOCIATION

JUNE 7, 2007

Manhasset School Community Association, Inc.

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BYLAWS

Manhasset School Community Association, Inc.

**THE BYLAWS OF
THE MANHASSET SCHOOL COMMUNITY ASSOCIATION, INC.**

ARTICLE I – NAME

- Section 1. The name of the association shall be the Manhasset School Community Association, Inc. (referred to hereinafter as “the SCA”).
- Section 2. The mailing address of the SCA is P.O. Box 33, Manhasset, NY 11030.

The SCA office is located in Manhasset High School, 200 Memorial Place, Manhasset, Nassau County, New York 11030.
- Section 3. The Articles of Incorporation under Section 402 of the Not-For-Profit Corporation Law of the State of New York are attached in the Appendix.

Registration with the New York State Attorney General’s Charities Bureau (01-25-37) is attached in the Appendix.

ARTICLE II – PURPOSE

- Section 1. The purpose of the SCA, which represents all families and all schools in the Manhasset Public School District, is:
- to advocate for all students in the Manhasset Public School District;
 - to unite parents, teachers, administrators, and community members in envisioning, enhancing, and promoting excellence in education for all students in the Manhasset Public School District;
 - to serve as the parent voice and student advocate in matters of interest under consideration by the Board of Education, faculty, and administration of the Manhasset Public School District;
 - to provide the talent, financial resources, and oversight necessary to secure the best advantages in academic, ethical, social, artistic, physical, and character education for all students in the Manhasset Public School District; and
 - to provide the primary forum for parent/school communication in the Manhasset Public School District.

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- Section 2. To these ends, the SCA is organized and at all times shall be operated exclusively as a not-for-profit corporation for one or more of the purposes specified in Section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of any subsequent federal tax laws, and it is intended that it shall be entitled to exemption from federal income tax under such section.
- Section 3. The SCA shall engage only in activities that may be carried on by a corporation exempt from federal income taxation under said section.
- Section 4. The SCA name and its tax exemption may be used only with the explicit approval and consent of the Executive Board.

The certificates of federal tax exemption and the Employer Identification Number (11-2615673) are attached in the Appendix.

ARTICLE III – MEMBERSHIP

Parents and guardians whose children are presently attending any Manhasset Public School, as well as any resident or employee of the Manhasset Public School District, shall be eligible for membership.

ARTICLE IV – DUES

- Section 1. Membership dues shall be collected annually per family.
- Section 2. The Executive Board shall reconsider the amount of dues after consultation with the Budget Committee and the Membership Chairperson in May of every even-numbered year.
- Section 3. The Executive Board shall approve any change in the amount of dues.

ARTICLE V – OFFICERS AND EXECUTIVE BOARD

- Section 1. The seven duly elected officers of the SCA shall be an Executive President, a President of Munsey Park School, a President of Shelter Rock School, a President of the Middle School, and a President of the High School (referred to hereinafter as “a School President” or collectively as “School Presidents”), an Executive Treasurer, and an Executive Secretary.
- Section 2. Such officers shall comprise the Executive Board.
- Section 3. An elected officer shall serve for a term of two years.

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- Section 4. Under no circumstance can an officer, with the exception of the Executive Treasurer (see Section 6), serve more than three years in the same position.
- Section 5. All terms of office shall begin on the day following the last day of school in June, except for the Executive Treasurer whose term shall coincide with the fiscal year, which ends on August 31.
- Section 6. There shall be a two-term limit for the office of Executive Treasurer, provided the Nominating Committee nominates such Executive Treasurer for a second term.

ARTICLE VI – QUALIFICATIONS FOR OFFICERS

- Section 1. Candidates for all offices shall show strong commitment to, and active participation in, the SCA.
- Section 2. **Qualifications for Executive President**
- An ideal candidate for Executive President shall have SCA experience in more than one of the Manhasset Public Schools, and shall have served as a School President, preferably of the High School.
- Any candidate for Executive President shall have had broad experience in the SCA, including one year as Chairperson of an Executive Committee and one year in a leadership position on a Parent Council.
- A candidate for Executive President shall have a child in the Manhasset Public School District during the entire term of office.
 - A candidate for Executive President shall be available to attend all Presidents, Executive Board, General Membership, Annual, and Annual Budget meetings.
- Section 3. **Qualifications for School Presidents**
- A candidate for School President shall have served as Vice President or Grade Level Chair, chaired a Parent Council Committee, or chaired an Executive Committee for at least one year.
 - A candidate for School President shall have a child in that school during the entire term of office.

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- A candidate for School President shall be available to attend all Presidents, Executive Board, General Membership, Annual, Annual Budget, and their school's Parent Council Meetings.

Section 4. Qualifications for **Executive Treasurer**

- An ideal candidate for Executive Treasurer shall have a bookkeeping background. An accounting and/or tax background would also be helpful.

Any candidate for Executive Treasurer shall have accounting and financial reporting expertise, including skills with suitable financial software.

Any candidate for Executive Treasurer shall be extremely organized and detail-oriented.

- A candidate for Executive Treasurer shall have a child in the Manhasset Public School District during the entire term of office.
- A candidate for Executive Treasurer shall be available to attend all Executive Board, General Membership, Annual, and Annual Budget Meetings.

Section 5. Qualifications for **Executive Secretary**

- A candidate for Executive Secretary shall be able to write clearly and record accurately the proceedings of Executive Board, General Membership, and Annual meetings.
- A candidate for Executive Secretary shall be computer and email literate.
- A candidate for Executive Secretary shall have a child in the Manhasset Public School District during the entire term of office.
- A candidate for Executive Secretary shall be available to attend all Executive Board, General Membership, and Annual meetings.

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ARTICLE VII – ELECTIONS

Section 1. Elections shall be held annually at the General Membership Meeting held in the Spring.

Section 2. In odd-numbered years, the Executive President, the School President of the High School, the School President of Shelter Rock School, the Executive Secretary, and two members of the Nominating Committee shall be elected to serve for two-year terms.

In the even-numbered years, the School President of the Middle School (who shall alternately come from Munsey Park School and from Shelter Rock School), the School President of Munsey Park School, the Executive Treasurer, and two members of the Nominating Committee shall be elected to serve for two-year terms.

Section 3. Prior to its first meeting, traditionally held in January, the Nominating Committee shall advertise all upcoming vacancies in the *Manhasset Press* and on the SCA Website.

The Nominating Committee shall also solicit nominations from the membership through SCA newsletters, at Parent Council meetings at each school, and at meetings of the Executive Committees.

Nominations, including self-nominations, shall be accepted for all positions in person, by phone, by email, or in writing.

Section 4. The Nominating Committee shall verify the eligibility of all nominated candidates for all offices abiding by the qualification requirements for each office set forth in Article VI – Qualifications for Officers.

Section 5. No member of the Nominating Committee shall be nominated for an elected position regardless of whether or not they recuse themselves.

Section 6. If a candidate cannot be found who meets the qualifications for officers set forth in Article VI- Qualifications for Officers, a joint meeting of the Executive Board and the Nominating Committee shall be held to propose other candidates that best meet the necessary qualifications and the best interests of the SCA.

Section 7. The Nominating Committee shall provide each potential candidate with copies of Article VIII- Duties of the Executive Board, Article IX - Duties of Officers, and Policy One - Responsibilities of Officers prior to soliciting their final response.

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Section 8. The Nominating Committee, after careful consideration of all proposed candidates, shall present a slate of candidates for election at the General Membership Meeting held in the Spring. Notice shall be given at least two weeks prior to the General Membership Meeting in writing by mail to all parents whose children are presently attending a Manhasset Public School.

Section 9. Subsequent to the presentation of the Nominating Committee's slate, the Nominating Committee shall accept additional written nominations for/from other eligible candidates for any office.

Eligibility shall be verified by the Nominating Committee to assure that a potential candidate is a bona fide member of the SCA, has a child who shall be attending a Manhasset Public School for the entire term of the office sought, and is available to attend all meetings required of the office.

The Nominating Committee shall provide Official Petition Forms for all eligible candidates who were not included on the Nominating Committee's slate.

A potential candidate shall collect signatures from at least 10% of all parents/guardians who have a child presently attending a Manhasset Public School.

The Chairperson of the Membership Committee shall establish from the membership roll the number of signatures thus required.

Completed Official Petition Forms shall be submitted to the Chairperson of the Nominating Committee at least one week prior to the General Membership Meeting held in the Spring.

Signatures on all petitions shall be validated and counted by the Nominating Committee.

Section 10. Nominations may not be made in any other manner than stated in this Article.

Section 11. If additional candidates come forward pursuant to Section 9, the Nominating Committee shall inform the membership via the SCA Website and the SCA email listserve at least three days before the General Membership Meeting held in the Spring and shall notify all those in attendance at such meeting that there will be a contested election.

Section 12. The Nominating Committee shall provide a written ballot listing all candidates standing for a contested election.

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Section 13. The presence of not less than fifty bona fide members of the SCA shall constitute a quorum at any General Membership Meeting for which written notice was given and shall be necessary to conduct the business of the SCA, including elections. If less than a quorum is present, no business shall be conducted and votes will not be taken.

If uncontested, upon the presence of a quorum, elections shall be by a show of hands and a majority of those bona fide members present and voting shall constitute an election and/or decide every question.

In the case of a contested election, upon the presence of a quorum, elections shall be by paper ballot provided, tallied, and certified by the Nominating Committee. A majority of those bona fide members present and casting ballots shall constitute an election and/or decide every question.

Section 14. SCA elections shall not be conducted by proxy.

Section 15. The Chairperson of the Nominating Committee shall notify the Executive President of the results of the election.

The Executive President shall then publicly announce the newly elected officers and members of the Nominating Committee.

ARTICLE VIII – DUTIES OF THE EXECUTIVE BOARD

Section 1. There shall be an Executive Board consisting of the seven duly elected officers of the SCA.

Section 2. The Executive President, by virtue of the office, shall be Chairperson of the Executive Board.

Section 3. The Executive Board shall conduct business in person, by telephone, or email.

Section 4. The Executive Board shall supervise, manage, and administer the property, funds, business, activities, and affairs of the SCA and shall exercise all powers of the SCA.

Section 5. The Executive Board has final approval on all policies and expenditures.

Section 6. Executive Board members shall at all times act in good faith and in the best interests of the SCA in accordance with its purpose as set forth in Article II - Purpose and shall manage and preserve the charitable assets of the SCA for the benefit of all the children of the Manhasset Public School District.

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Section 7. Members of the Executive Board shall fulfill their fiduciary duties to the SCA and the community it serves.

In accordance with the responsibilities set forth for Not-For-Profit Corporations by the Attorney General of the State of New York, SCA officers' primary legal duties include the duties of care, loyalty, and obedience.

The duty of care requires each member of the Executive Board to be familiar with the SCA's finances and activities, to actively oversee the way in which its assets are managed, and to participate regularly in its governance using the appropriate degree of diligence, care, and skill.

The duty of loyalty requires members of the Executive Board to act globally in the interest of the SCA rather than in their personal interest.

The duty of obedience requires each member of the Executive Board to insure that the SCA complies with all applicable laws, carries out its purpose as defined in Article II - Purpose, and does not engage in unauthorized activities of any nature.

Section 8. A majority (four members) of the Executive Board shall be present and shall constitute a quorum for the transaction of business at any meeting of the Executive Board. If less than a quorum is present, no business shall be conducted and votes will not be taken.

The action of the majority (four members) of the Executive Board shall be the action of the Executive Board.

No action may be taken with fewer than four votes. If there are only four members at a meeting of the Executive Board, the vote must be unanimous.

Section 9. The Executive Board may transact business requiring immediate action without meeting during the interim of Executive Board meetings, such action to be presented at the next public Executive Board meeting.

Section 10. In addition to scheduled public meetings, the Executive Board may meet at the call of the Executive President to confer about the work of the SCA and to make recommendations to the Executive Committees.

Section 11. The Executive Board shall have the authority to call special meetings of the SCA.

Section 12. A member of the Executive Board shall be in attendance at all public meetings of the SCA.

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- Section 13. A member of the Executive Board shall represent the SCA at all public meetings of the Board of Education.
- Section 14. The Executive Board shall invite the Board of Education to meet with the Executive Board at least once a year, or whenever necessary, for discussion of plans and matters of mutual interest and concern.
- Section 15. The Executive Board shall maintain ongoing dialogue with the administration of the Manhasset Public School District.

ARTICLE IX – DUTIES OF OFFICERS

- Section 1. Officers-elect may sit in on Presidents Meetings and Executive Board Meetings until their installation at the Officers Induction Ceremony following their election.
- Section 2. All terms of office shall begin on the day following the last day of school in June, except for the Executive Treasurer, whose term shall coincide with the fiscal year, which ends on August 31.
- Section 3. All officers shall attend all meetings required of the office.
- Section 4. In the temporary (ninety days or less) absence of an Executive President who intends to return to their duties, the School Presidents in the following order of succession shall temporarily perform the duties of the Executive President in addition to their own duties: High School, Middle School, Munsey Park School, and Shelter Rock School.

In the temporary (ninety days or less) absence of a School President or other member of the Executive Board who intends to return to their duties, the Executive President either shall perform, or shall appoint a replacement qualified under Article VI- Qualifications for Officers or a member of that school's Parent Council to perform, the duties of the officer on leave.

- Section 5. The Executive President or a School President shall chair all Executive Board and Parent Council meetings.

If a School President is unable to chair that school's Parent Council Meeting, the Executive President or another School President shall step in and chair said meeting.

A Vice President or Grade Level Chair from that school may be designated by the School President to conduct the meeting.

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- Section 6. The **Executive President** shall serve as the Chief Executive Officer of the SCA; shall be the Chairperson of the Executive Board; and shall perform all duties inherent to the office, including but not limited to:
- upholding and enforcing the Bylaws;
 - protecting the name, reputation, and tax-exempt status of the SCA;
 - overseeing and safeguarding the overall financial stability of the SCA;
 - providing vision and leadership;
 - setting the tone for the SCA;
 - leading the SCA toward specific annual goals compatible with the SCA's purpose;
 - appointing Chairpersons for all open positions on Executive Committees, a Historian, a Shared Decision Making Liaison, General Counsel, and an Executive Vice President (at their discretion);
 - setting the agenda and presiding at Presidents Meetings, Executive Board Meetings, and all General Membership Meetings including the Annual Meeting;
 - signing and executing alone in the name of the SCA, upon review and approval of General Counsel, all contracts authorized either generally or specifically by the Executive Board;
 - serving as ex-officio member of all committees, except the Nominating Committee from which the Executive President is specifically excluded;
 - acting as the SCA's official spokesperson to the Manhasset Public School District administration, to the Board of Education, and to the Manhasset community at large, articulating the SCA's purpose, its accomplishments, and its goals;
 - preparing a written summary of the year's goals and the accomplishments of the SCA for presentation at the Annual Meeting and for preservation in the history files of the SCA; and
 - as Executive President Emeritus, serving on the Budget Committee, the Nominating Committee, and the Revisions Committee for two years following the completion of their term in office.
- (See Policy One – Responsibilities of Officers)

- Section 7. The **School Presidents** shall serve as the Executive Officers for the school for which they were elected and shall perform all duties inherent to the office, including but not limited to:
- representing the SCA in their school;
 - demonstrating and embodying the values of the SCA;
 - providing guidance for all SCA activities, programs, events, and committees in their schools;
 - appointing Chairpersons to all open Parent Council positions, a Secretary to keep written minutes of all Parent Council meetings, a Finance Chairperson, and a Vice President (at their discretion);

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- presiding at Parent Council and Grade Level Chair meetings;
- attending Executive Board and Presidents Meetings, as well as the General Membership Meeting, Annual Budget Meeting, and Annual Meeting;
- presenting a written monthly report to the Executive President and the Executive Secretary apprising them of activities at their individual schools for presentation at Executive Board meetings;
- facilitating the resolution of issues; and
- serving as the SCA's representative to their school's administration and their school's community, or appoint designees as appropriate.
(See Policy One – Responsibilities of Officers)

Section 8. The **Executive Treasurer** shall serve as the Chief Financial Officer of the SCA; shall be the authorized custodian of all SCA funds with the authority to sign checks and disburse funds; and shall perform all duties inherent to the office, including but not limited to:

- maintaining the financial books and records of the SCA;
- keeping full and accurate accounts and receipts and records of deposits and disbursements of the SCA;
- receiving and depositing, or having deposited, all funds of the SCA in the name of, and to the credit of, the Manhasset School Community Association, Inc. in such financial institutions as the Executive Board may designate;
- preparing, signing, and distributing in a timely manner all checks authorized within the SCA's bylaws and policies, or in the annual budget, or by the Executive Board;
- preparing monthly itemized reports and financial statements of the SCA's accounts to be presented at the Executive Board, General Membership, Annual Meeting, and Annual Budget Meetings;
- signing, together with the Executive President, the annual SCA tax returns;
- overseeing all school Finance Chairs and the finances of Executive Committees as necessary; and
- providing financial accountability to all members.
(See Policy One – Responsibilities of Officers)

Section 9. The **Executive Secretary** shall perform all duties inherent to the office including, but not limited to:

- attending all Executive Board, General Membership, and Annual meetings and recording the minutes.
(See Policy One – Responsibilities of Officers)

ARTICLE X – LIMITATIONS ON LOBBYING AND POLITICAL ACTIVITIES

Section 1. In accordance with the Internal Revenue Code, section 501(c)(3), Executive Board members, the Executive Vice President (if appointed), School Vice Presidents (if appointed), School Finance Chairpersons, Chairpersons of Executive Committees, and Grade Level Chairs, in their capacity as representatives of the SCA, shall not directly or indirectly participate in, or intervene in, any political campaign in favor of or in opposition to any candidate for elective public office at the federal, state, or local level, including but not limited to candidates for election to the Board of Education.

Such participation or intervention shall include, but is not limited to, contributions to political campaign funds, public statements of position (verbal or written), distribution of statements prepared by others, and use of SCA assets or forums if not provided equitably.

Executive Board members, the Executive Vice President (if appointed), School Vice Presidents (if appointed), School Finance Chairpersons, Chairpersons of Executive Committees, and Grade Level Chairs, when speaking or writing for themselves, shall clearly indicate that their support of, or opposition to, a candidate is “personal and not intended to represent the view of the SCA”.

Section 2. The SCA shall not take a position in favor of, or in opposition to, any contract, budget, bond, referendum, or proposition involving the Manhasset Public School District.

Section 3. The SCA shall dedicate no more than 5% of its activities or expenditures to attempt to influence legislation at the town, state, or federal level either through direct communications with legislators, or through communications with SCA members to encourage *them* to communicate with legislators, or through grassroots campaigns in which the SCA urges its members to contact legislators at the town, state, or federal level for, or in opposition to, or to propose some piece of legislation that is pertinent and applicable to the purpose of the SCA and to public education in general.

Section 4. The SCA may educate and inform its members and the community in a non-partisan manner on public policy issues that would further the purpose of the SCA. These include, but are not limited to: Voter Education Activities and Guides; Public Forums; Voter Registration Activities; Get-Out-The-Vote Drives.

Section 5. Violation of these regulations may result in revocation of the SCA’s tax-exempt status and imposition of certain excise taxes.

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ARTICLE XI – REMOVAL OF OFFICERS

- Section 1. An officer may be removed at any time after due process either when sufficient cause exists or if, in the opinion of the Executive Board, an officer is not acting in good faith in the best interests of the SCA.
- Section 2. Sufficient cause shall include, but not be limited to, mismanagement of SCA funds, any criminal act, any knowingly wrongful act, slander, or discrimination.
- Section 3. If such charge is brought against a member of the Executive Board, that officer shall recuse themselves from all discussions and votes on matters before the Executive Board until such charges are resolved.
- Section 4. After due process and upon unanimous vote of the entire Executive Board, removal shall be immediate.

ARTICLE XII - VACANCIES

- Section 1. If a member of the Executive Board is unable to complete their term of office, the Nominating Committee shall convene to appoint a replacement qualified under Article VI – Qualifications for Officers for the remainder of the current term of office.
- Section 2. If the Chairperson of an Executive Committee is unable to complete their term of office, the Executive President shall appoint a replacement for the remainder of the term.

ARTICLE XIII - PAYMENT OF SCA MEMBERS

As a 501(c)(3) tax-exempt corporation, the SCA is prohibited from paying any member a salary for services or for participation as officers, committee chairpersons, Grade Level Chairs, committee members, or room representatives.

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ARTICLE XIV – MEETINGS

Section 1. The Executive President and the School Presidents shall meet monthly while school is in session in a private **Presidents Meeting**, prior to the Executive Board meeting.

The Executive Vice President (if appointed) may attend and may participate in discussion at the Presidents Meeting, at the discretion of the Executive President.

The Vice President of each school (if appointed) shall not attend the Presidents Meeting.

Minutes need not be kept of Presidents Meetings.

Section 2. The **Executive Board** shall meet publicly no fewer than seven times a year while school is in session and when called by the Executive President.

All Executive Board meetings shall be chaired by the Executive President or, in their absence, by a School President in the order described in Article IX – Duties of Officers, Section 4.

At each public Executive Board meeting, School Presidents shall be required to submit a written monthly report to the Executive President and to the Executive Secretary.

Rules of the meeting shall freely facilitate participation, debate, and decision-making.

Representatives from other organizations that work closely with students in the Manhasset Public School District may, at the discretion of the Executive President, report to the Executive Board on the work of their organization.

Individual personalities (faculty, staff, parents, or students) and personal issues shall not be discussed within the province of the Executive Board, or at any meetings sponsored by the SCA.

Meeting dates and locations of public Executive Board Meetings shall be made public on the Manhasset Public Schools calendar and on the SCA Website.

The Executive Board shall have the authority to call special meetings of the SCA.

Minutes shall be kept of all proceedings and shall be permanently maintained in the SCA office by the Historian.

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A majority (four members) of the Executive Board shall be present and shall constitute a quorum for the transaction of business at any meeting of the Executive Board. If a quorum is not achieved, no business shall be conducted.

The vote of the majority (four members) of the Executive Board shall be the action of the Executive Board.

No action may be taken with fewer than four votes. If there are only four members at a meeting of the Executive Board, the vote must be unanimous.

Section 3. The **Parent Council** of each school shall meet publicly no fewer than seven times per year while school is in session.

At the discretion of the School Presidents, Parent Councils may meet jointly to discuss topics of mutual interest.

A School President shall preside at all Parent Council meetings. If the School President is unable to chair their school's Parent Council meeting, the Executive President or another School President shall preside.

A Vice President or Grade Level chair from that school may be designated by the School President to conduct the meeting.

All Parent Council meetings shall be open to the public.

Rules of the meeting shall freely facilitate participation, debate, and decision-making.

Individual personalities (faculty, staff, parents, or students) and personal issues shall not be discussed within the province of Parent Councils or at any meetings sponsored by the SCA.

Meeting dates and locations shall be made public on the Manhasset Public Schools calendar and on the SCA Website.

Minutes shall be kept of all proceedings and shall be permanently maintained in the SCA office by the Historian.

Section 4. There shall be no fewer than two **General Membership Meetings** of the SCA held each year.

At the discretion of the Executive President, with the approval of the Executive Board, additional General Membership Meetings may be held.

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Notice of such meetings, stating the place, time, and date, as well as the business to be transacted, may be mailed to all parents whose children are presently attending a Manhasset Public School at least ten days prior to the scheduled date set for such meeting or, alternatively in lieu of mailing, such notice may be served by publication in the *Manhasset Press* once a week for three successive weeks preceding the date of the meeting.

A **General Membership Meeting** for the election of officers and for the transaction of such other business as shall come before the membership shall be held annually in the Spring.

An **Annual Meeting** shall be held prior to the end of the school year to adopt the SCA Budget for the following year and for the transaction of such other business as shall come before the membership. The Annual Meeting shall be a General Membership Meeting.

Section 5. An **Annual Budget Meeting** shall be held in the Spring to prepare the Budget for the following fiscal year.

Section 6. If the Manhasset Public Schools are closed because of weather conditions or other emergencies, any SCA meeting scheduled for that date shall automatically be canceled.

Section 7. At all meetings, except in the case of a contested election, all votes shall be by show of hands and, except as otherwise set forth herein, action shall be by the majority.

ARTICLE XV - COMMITTEES

Section 1. The Executive Board shall establish such Executive (Standing) Committees (see Article XVI), Special Committees (see Article XVII), and Ad Hoc (temporary) Committees (see Article XVIII) as deemed necessary to serve adequately the needs of the SCA.

Section 2. The Executive Board, from time to time as deemed necessary, shall establish additional Executive and Ad Hoc Committees and, at the time of inception, shall adopt an appropriate bylaw or policy authorizing the tasks delegated to such committee as well as its composition.

Section 3. Each Executive and Ad Hoc Committee shall consist of the Chairperson appointed by the Executive President and such other committee members as designated by these bylaws.

Section 4. Each committee serves under the supervision of and at the pleasure of the Executive Board and shall be dissolved when deemed appropriate by the Executive Board.

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ARTICLE XVI – EXECUTIVE COMMITTEES

- Section 1. There shall be Executive Committees that oversee district-wide events and activities.
- Section 2. The Executive Committees shall be as follows: Children’s Theater, Community Education, Educational Grants (including Senior Awards), Enrichment, Membership, Publicity, Saturday Series, Senior Frolic, Speakers Bureau, Summer Studies Awards, Ways and Means (SCA Fair, SCA Luncheon, *Champions for Charity*®), and Website.
- Section 3. Before positions are filled on Executive Committees, forms soliciting volunteers for the next school year shall be distributed to all parents in every grade and a suitable time allowed for response.
- Section 4. Committee members shall be designated by these bylaws and/or recruited by the Chairperson from the responses to the volunteer solicitation.
- Section 5. The Executive President shall appoint Chairpersons to all Executive Committees, if possible selected from former committee members in order to provide continuity.
- Section 6. Chairpersons of Executive Committees shall serve for a term of two years, beginning and ending on the last day of the academic year, concurrent with the term of the Executive President who appoints them, with the exception of the Senior Frolic Committee and the Ways and Means Committees, which are one-year appointments.
- Section 7. Chairpersons of Executive Committees may be reappointed at the discretion of the subsequent Executive President.
- Section 8. There shall be a two-term limit for Chairpersons of all Executive Committees.
- Section 9. No one shall serve simultaneously as chairperson of two Executive Committees.
- Section 10. The Chairperson of each Executive Committee shall:
- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President; the General Membership Meeting where elections are held; and the Annual Meeting where the budget is adopted;
 - report on the activities, plans, and finances of their respective committee to the Executive Board upon the request of the Executive President;

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- submit proposed committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the their respective committee to the Executive President no later than June 1 of each year.

Section 11. Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Section 12. Committee Chairpersons shall not sign contracts or bind the SCA to any legal or financial agreement without the prior approval of the Executive President.

Section 13. The **Children's Theater Committee** shall coordinate and provide theatrical programs of cultural interest for children.

The Children's Theatre Committee shall be composed of two Chairpersons, one from Munsey Park School and one from Shelter Rock School, the Committee Treasurer, and parents from each elementary school. (See Policy Six).

Section 14. The **Community Education Committee** shall plan and arrange discussion groups, community forums, speakers, etc. in keeping with its goal of raising community awareness and providing clarity regarding issues pertinent to the educational mission of the Manhasset Public School District.

The Community Education Committee shall be composed of the Chairperson, the Executive President, and a member appointed by each School President. Additional members may be added by direct solicitation, newspaper advertisements, and/or flyers. (See Policy Seven).

Section 15. The **Educational Grants Committee** provides for the distribution of designated funds for furthering the post-secondary education of Manhasset High School graduates in financial need and for **Senior Awards** to recognize the academic achievement of the top twenty students in the graduating class with suitable monetary awards.

The Educational Grants Committee shall be composed of the Chairperson, the Vice-Chairperson, the immediate past Educational Grants Chairperson, the Executive President, the School President of the High School, and all high school guidance counselors. If any School President or member serving on the Committee has a child in the graduating class, the Executive President shall appoint an alternate. (See Policy Eight and Policy Twenty-Two).

Section 16. The elementary **Enrichment Committee** shall provide programs of an enriching nature within the school day whenever possible. Enrichment should expand the opportunities for deeper learning and understanding offered students in Grades K - 6 by planning and coordinating enriching programs,

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performers or presenters, and events that support the school curricular, co-curricular, and extracurricular programs and their stated goals.

The Enrichment Committee shall be composed of two Chairpersons, one from Munsey Park School and one from Shelter Rock School, and representatives from each elementary school. In addition, the District Coordinator for Music and the Arts, the Assistant Principal of Shelter Rock School, the Assistant Principal of Munsey Park School, the Media Specialist of Shelter Rock School, and the Media Specialist of Munsey Park School shall serve as advisory members to the Committee. (See Policy Nine).

- Section 17. The **Membership Committee** shall be responsible for promoting membership in the SCA, collecting dues, and keeping a current membership roll.

The Membership Committee shall be composed of the Chairperson and the Vice-Chairperson, both appointed by the Executive President, and one member from each school appointed by the School Presidents. (See Policy Fifteen).

- Section 18. The **Publicity Committee** shall be responsible for furnishing publicity to the local press.

The Publicity Committee shall be composed of the Chairperson and the Publicity Liaison from each school. (See Policy Eighteen).

- Section 19. The **Saturday Series Committee** shall plan and conduct Saturday morning educational and recreational programs for Manhasset children in Grades K-6.

The Saturday Series Committee shall be composed of two Chairpersons, one from Munsey Park School and one from Shelter Rock School, and SCA members from both elementary schools. (See Policy Twenty-One).

- Section 20. The **Senior Frolic** is a graduation party designed to provide a safe environment for seniors to celebrate their graduation. It is given following the graduation ceremony to all the Seniors of Manhasset High School as a gift from every Senior parent who collectively pay for the event in its entirety.

The Senior Frolic Committee, composed of Senior class parents, including one or more Chairpersons, and such members as shall be expedient, shall plan and conduct the Senior Frolic. (See Policy Twenty-Three).

- Section 21. The Secondary School **Speakers Bureau** provides leadership programs, inspirational speakers, and motivational presentations to educate, support, empower, and enrich the lives of Manhasset Middle School and High School students.

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The Speakers Bureau Committee is composed of two Chairpersons, one from the Middle School and one from the High School. (See Policy Twenty-Five).

- Section 22. The **Summer Studies Awards Committee**, through an interview process, selects students and provides awards to enrich or enhance a student's particular area of interest during the Summer between the candidate's Junior and Senior years.

The Summer Studies Awards Committee shall be composed of the Chairperson, the Vice-Chairperson, the immediate past Summer Studies Chairperson, a current or former School President, one SCA member, one community member, and four faculty members including teachers, staff members, district coordinators, administrators, or guidance counselors. No committee member may have a child currently in the Junior class. (See Policy Twenty-Eight).

- Section 23. The **Ways and Means Committees** are the principal fundraising committees of the SCA and shall be responsible for evaluating, organizing, and directing all major fundraising efforts for the SCA. The principal Ways and Means Committees are the **SCA Fair Committee**, the **SCA Luncheon Committee**, and the **Champions for Charity[®] Committee**.

The Executive President shall appoint one Ways and Means Treasurer who shall be responsible for keeping the accounts for all Ways and Means Committees and one or more Chairpersons for each separate Ways and Means Committee including, but not limited to, the SCA Fair, the Fall Luncheon, and *Champions for Charity[®]*. (See Policy Twenty-Nine, Policy Thirty, Policy Thirty-One, and Policy Thirty-Two).

- Section 24. The **Website Committee** shall be responsible for providing parents easy access to SCA and Manhasset Public School District information via the Internet.

The Website Committee shall be composed of a Webmaster and five editors representing the Executive SCA and each school. (See Policy Thirty-Three).

ARTICLE XVII – SPECIAL COMMITTEES

- Section 1. There shall be three **Special Committees** of the SCA. Due to their composition (which always includes the immediate past Executive President), the specific designation of Chairpersons in the Bylaws (rather than by appointment of the Executive President), and their independence from the Executive Board, the Budget Committee, the Nominating Committee, and the Revisions Committee are categorized as Special Committees. Members are selected when the

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committees are created and are not appointed by the Executive President at the beginning of their term.

- Section 2. The **Budget Committee** shall conduct a year-end review of income and expenditures and propose an annual operating budget for the next fiscal year to be adopted at the Annual Meeting in June.

The committee is composed of the current Executive Treasurer as Chairperson, the Executive President, the School Presidents, and the immediate past Executive President. (See Policy Three).

- Section 3. The **Nominating Committee** shall nominate the most highly qualified candidates for positions on the Executive Board as well as for two positions on the Nominating Committee.

The committee shall consist of four elected members (two elected each year for two-year terms) and six appointed members (one member from each Parent Council appointed by the School President to one-year terms, the immediate past Executive President, and one member from the Executive Board who shall be appointed annually by the Executive President). (See Policy Sixteen).

- Section 4. The **Revisions Committee** shall be called by the Executive Board, when necessary, to write new or amend existing SCA Bylaws.

The committee shall be composed of the Historian as Chairperson, the Executive President, the immediate past Executive President, the immediate past School Presidents, and one member from each Parent Council appointed by the School Presidents. (See Policy Nineteen).

ARTICLE XVIII - AD HOC COMMITTEES

- Section 1. The Executive Board may form an Ad Hoc Committee to handle a specific situation that does not fall within the assigned function of an existing Executive or Special Committee.

- Section 2. An Ad Hoc Committee shall exist only so long as it serves a current and useful purpose and may be dissolved by the Executive Board at any time.

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**ARTICLE XIX – GENERAL COUNSEL,
SHARED DECISION MAKING TEAM LIAISON,
EXECUTIVE VICE PRESIDENT**

Section 1. The Executive President shall appoint a **General Counsel** who shall be of service to the SCA.

General Counsel shall attend, but not vote at, any meetings of the SCA as requested by the Executive President.

General Counsel shall give advice on all legal matters concerning the SCA and shall perform such duties as may be requested by the Executive President.

General Counsel shall not receive any compensation.

Section 2. The Executive President shall appoint a **Historian** who shall have been of long and broad service to the SCA able to provide perspective and institutional memory and to know thoroughly SCA history, purpose, precedents, practices, programs, Bylaws, Policies, governance, roles and responsibilities, and guidelines.

The Historian shall:

- update, compile, and distribute pertinent guidelines for each Committee, including a copy of the Bylaws and Policies and a cover letter directing all Chairpersons of Executive Committees to the Policies governing their Committees, prior to the first Executive Board meeting of the school year;
- conduct orientation for Chairpersons of Executive Committees at the mandatory first Executive Board meeting of the school year;
- have every Executive Committee review and update policies and procedures each term;
- preserve and maintain historic records and files in the SCA office, including all past Bylaws and Policies, minutes, and budgets as well rosters of Officers, Executive Committees, and individual school's Parent Councils;
- act as the official custodian of corporate records, ensuring that all necessary certificates, books, reports, and records of the SCA required by the Bylaws of the SCA or by any applicable federal or state statute or law are regularly and properly kept in the SCA office;
- maintain an annual file of significant SCA milestones and events compiled from Presidents' year-end reports;
- present newly elected officers with Bylaws immediately following election at the General Membership Meeting held in the Spring; and
- convene and serve as Chairperson of the Revisions Committee when called by the Executive Board. (See Policy Nineteen).

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Section 3. The Executive President shall appoint a **Shared Decision Making Team Liaison**, who shall be a former member of a Shared Decision Making team, to oversee the recruitment process, solicit new members, interview candidates, conduct lottery selection, and notify new members of the Shared Decision Making Teams in each school of their roles and responsibilities. The Shared Decision Making Team Liaison shall serve a two-year term.
(See Policy Twenty-Four).

Section 4. The Executive President, at their discretion, may appoint as an **Executive Vice President** someone who has served on any school Parent Council or is a present or former member of an Executive Committee or the Executive Board, who shall be of service to the Executive President and to the Executive Board at the Executive President's request.

The Executive Vice President (if appointed) may, when requested, attend meetings of Executive Committees of which the Executive President is an ex-officio member.

The Executive Vice President (if appointed) may, when requested, attend, but not vote at, Executive Board Meetings.

The Executive Vice President (if appointed) shall not succeed the Executive President unless nominated by the Nominating Committee.

ARTICLE XX – PARENT COUNCILS

Section 1. There shall be a Parent Council at each school to provide the main link between parents and the SCA, to oversee the interests of that school, and to provide activities for its children

Section 2. Before Parent Council positions are filled, forms soliciting volunteers for the next school year shall be distributed to all parents in every grade and a suitable time allowed for response.

Section 3. The School Parent Councils shall consist of Grade Level Chairs and committee chairpersons appointed by the School President.

Section 4. The School Presidents, at their discretion, may appoint a Vice President to assist them in carrying out their duties.

The Vice President of each school (if appointed) shall not attend the Presidents Meeting.

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A Vice President shall not succeed a School President unless nominated by the Nominating Committee.

Section 5. No person shall be appointed to serve in the same position on the same Parent Council for more than two consecutive terms of two years' duration.

Preferably, each term of service on the Parent Council shall be in a different position.

Section 6. The Executive President shall be an ex-officio member of each Parent Council and shall be notified of all meetings.

Section 7. A School President shall preside over Parent Council Meetings as set forth in Article XIV- Meetings.

Section 8. Copies of Parent Council minutes shall be sent to the Executive President and the Historian, and made available to all Parent Council members.

Section 9. A list of Parent Council members shall be sent to the Historian and to the Chairperson of the Nominating Committee.

ARTICLE XXI - GRADE LEVEL CHAIRS

Section 1 **Grade Level Chairs** (hereinafter referred to as "GLCs") shall be appointed for grades K-12 by the School Presidents according to a policy established by the Parent Council to fit the particular needs of each school. (See Sections 11, 12, and 13).

In addition, every attempt shall be made to appoint one additional GLC in each school to represent children in self-contained classrooms.

Section 2. GLCs shall act as representatives of all parents in their grade and shall encourage parent participation in suggesting topics for discussion at GLC meetings.

Education and communication are key in this role. The GLC's primary responsibility is to reach out, to include, to listen, to educate, and to think globally. The GLC shall actively share and solicit information when appropriate.

GLCs shall act with the best interests of every child in their grade as their top priority.

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GLCs shall bring issues and concerns of a global nature regarding their grade and school and the school district to the attention of their School Principal and the SCA School President at monthly GLC meetings.

Section 3. Diversity among the participants shall play a role in appointments of GLCs in the spirit of inclusion and in an effort to enhance both fairness and the value of GLC meetings. The sharing of a wide spectrum of views and children's experiences will enhance the richness of GLC meetings for all.

Diversity in this context refers to the children. Each school's GLCs shall reflect the diversity of the student body and, as much as possible, be appropriately inclusive with respect not only to gender, ethnicity, culture, abilities and disabilities, but also with respect to the full range of children's academic abilities, artistic and athletic talents, extracurricular interests, social skills, and other school based experiences.

Section 4. Before GLC appointments are made, a volunteer form for the next school year shall be distributed to all parents in every grade and a suitable time allowed for response.

Section 5. GLC is not an entry level SCA position.

GLCs shall have served as a Room/Parent Representative or on a Parent Council Committee or on an Executive Committee prior to volunteering for the position.

Section 6. Since GLCs provide the largest pool for future SCA officers, every effort shall be made to fill GLC positions with volunteers who are qualified to be candidates the Nominating Committee could look to as potential Executive Board members.

Section 7. Every effort shall be made to fill GLC positions giving volunteering parents preference in the following order:

- a) someone who has not yet served as a GLC in any school;
- b) someone who has not yet served as a GLC in the elementary school in which they are volunteering;
- c) someone who is not currently a chairperson of a Parent Council Committee;
- d) someone who is not currently a chairperson of an Executive Committee or a Special Committee.

Section 8. A GLC may not serve simultaneously:

- in more than one school or grade;
- as a Room or Parent Representative in the same school;
- as a member of the Executive Board; or

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- as Historian, General Counsel, Shared Decision Making Team Liaison, Executive Vice President, School Vice President, School Finance Chair.

Section 9. Past Executive Presidents, past School Presidents, past Executive Vice Presidents, and past school Vice Presidents shall not serve as GLCs in any school for a minimum of two years after the completion of their term of office and then only if there is no qualified volunteer or recruit who has not yet served as GLC.

Section 10. A parent shall be eligible to serve again as GLC in the elementary schools after a seven-year hiatus but preference shall still be given to those who have never served.

Parents who have served as elementary GLCs may also serve once in the Middle School, and once in the High School.

Section 11. The School President of the elementary school shall strive to assemble a GLC committee that fairly and equitably represents boys and girls.

Every year, the School President of the elementary school shall appoint three GLCs to serve two-year terms (to represent their current grade the first year, and the subsequent grade the second year), and one GLC every year to serve a one-year term (to represent their current grade).

The grade having a one-year term shall be chosen according to a consistent policy set up by the Parent Councils of the individual schools.

Section 12. The Middle School President shall strive to assemble a GLC committee that not only fairly and equitably represents boys and girls, but also both elementary schools and both Middle School teams.

In the Middle School, there shall be four GLCs per grade each serving two-year terms.

Section 13. The High School President shall assemble a GLC committee composed of two GLCs per grade, one representing boys and one representing girls, serving two-year terms.

Section 14. GLC Meetings shall be held once a month and are presided over by the School President and attended by the School Principal, the GLCs, and the school Vice President, if appointed.

Individual personalities (faculty, staff, parents, or students) and personal issues shall not be discussed within the province of the GLC Meetings or at any meetings sponsored by the SCA.

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GLCs shall attend all GLC Meetings as well as all Parent Council Meetings.

Section 15. GLCs shall contact all Room/Parent Representatives at the request of the School President.

Section 16. GLCs may be called upon throughout the school year to fill various roles regarding activities and events pertaining to their grade and/or school.

ARTICLE XXII – FINANCE

Section 1. The fiscal year of the SCA shall run from September 1 through August 31.

Section 2. The SCA, as a 501(c)(3) tax-exempt organization, shall be eligible to accept tax-deductible contributions.

Section 3. The revenues of the SCA derive from donations, membership dues, fundraising, and grant writing.

Section 4. All fundraising activities, including fundraisers in the individual schools, must receive prior authorization from the Executive Board to use the SCA name and its tax exemption.

Section 5. The SCA shall act as a fund collection agency only for those activities under its direct control and sponsorship.

Section 6. The operating budget for the following school year is established at the end of each school year by the Budget Committee and is voted on by the general membership at the Annual Meeting.

Section 7. The SCA shall expend its funds only for the following activities and only when the Executive Board or the SCA membership at large has approved such expenditure:

- direct aid to students through grants, scholarships, awards, and student assistance;
- contributions to selected educational and/or recreational programs;
- administrative expenses;
- school district enhancements;
- pledges to other selected non-profit organizations; and
- gifts.

Section 8. The School Presidents individually may approve expenditures for budgeted items up to \$200.

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The Executive President individually may approve expenditures for budgeted items up to \$250.

The Executive President and the School Presidents collectively vote on expenditures for budgeted items in excess of \$250 but less than \$1000.

The Executive Board votes on expenditures for budgeted items over \$1000.

Section 9. The Executive President individually may approve expenditures up to \$250 for items not provided for in the budget.

The Executive President and the School Presidents collectively vote on expenditures in excess of \$250 but less than \$500 for items not provided for in the budget.

The expenditure of any amount exceeding \$500 not provided for in the budget shall be approved by the Executive Board, with the exception of funds in the Educational Grants account, the SCA Ways & Means account, the Children's Theater account, the MSCA Saturday Series account, and in the Senior Frolic account.

Section 10. The Executive Treasurer and the Executive President shall cosign all checks over \$1000.

Section 11. The Budget Committee shall ensure that there are adequate financial resources for the work of the SCA, balancing revenues with expenditures.

Section 12. The Executive Board shall select such depositories as it deems proper for the funds of the SCA and shall determine authorized signatories.

Section 13. There shall at all times be the following authorized accounts:

- MSCA General Fund
- MSCA Ways and Means
- Educational Grants
- Children's Theatre
- Saturday Series
- Senior Frolic

Section 14. No additional accounts shall be opened without the approval of the Executive Board.

Section 15. Control over all bank accounts maintained by the SCA is the exclusive prerogative of the Executive Board. By a vote of the Executive Board, any account may be opened or dissolved.

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- Section 16. SCA funds shall be retained in whole or in part in cash or may be invested in such property, real or otherwise, including stocks, bonds or other securities, as the Executive Board shall deem fiscally responsible.
- Section 17. A reserve of approximately one-year's receipts/expenditures shall be maintained against fundraising shortfalls and/or extraordinary needs.
- Section 18. If the Executive Board determines that there are sufficient monies in the MSCA General Fund to cover the SCA's annual operating expenses for two years with an additional excess surplus, the Executive Board may approve donations of tangible goods or services to enrich and enhance the education and social life of Manhasset Public School District children.
- Section 19. After August 31 of each year, the books of the General Fund, Ways and Means, Educational Grants, Children's Theater, Saturday Series, and the Senior Frolic Committees shall be collected by the Executive Treasurer and audited by a CPA selected by the Executive President.
- This audit shall be presented at the second Executive Board meeting in the Fall and shall be available to the general membership.
- Section 20. The Executive Board may make gifts and give charitable contributions that are not prohibited by the Articles of Incorporation, state law and any requirements for maintaining the SCA's federal and state tax status.
- Section 21. The Executive President has the power to sign and execute alone, upon review and approval by General Counsel, in the name of the SCA all contracts authorized either generally or specifically by the Executive Board.
- School Presidents may enter into contracts in the ordinary course of the SCA's operations on behalf of the SCA with the prior approval of the Executive President.
- Section 22. Finance Chairs shall be appointed by each School President to assist and report to the Executive Treasurer. Responsibilities shall include making all deposits for their school activities and submitting deposit documentation to the Executive Treasurer. Additionally, Finance Chairs shall collect and coordinate reimbursement forms for their school activities for submission to the Executive Treasurer for payment.
- Section 23. The Executive Board may hire a bookkeeper who shall serve at the pleasure of the Executive Board and shall have such authority, perform such duties, and shall receive such compensation as the Executive Board shall determine reasonable.

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- Section 24. The Executive Board may convene an Ad Hoc Finance Committee to consider, among other relevant considerations, the long and short-term needs of the SCA in carrying out its purpose, its present and anticipated financial requirements, and its expected total return on investments.
- Section 25. Receipts shall be provided only when tax-deductible contributions are made to the MSCA or to one of the authorized accounts.
- Section 26. Monthly financial reports, tax returns for the SCA and the backup to those returns shall be maintained for a minimum of seven years.

ARTICLE XXIII - CONFLICT OF INTEREST

The SCA's property, funds, business, and affairs are managed by, or are under the direction of, the Executive Board pursuant to its Bylaws and the requirements of Section 402 of the Not-For-Profit Corporation Law of the State of New York. The SCA shall at all times conduct its affairs in a legal, ethical, and responsible manner.

A conflict of interest exists when an individual's private or family interest interferes, or even appears to interfere, with the interests of the SCA. Individual members of the SCA Executive Board, the Executive Vice President (if appointed), the School Vice Presidents (if appointed), the School Finance Chairs, and the Grade Level Chairs shall avoid any actual or perceived conflicts between their own personal, family, and/or financial interests and those of the SCA.

The Executive Board, the Executive Vice President (if appointed), the School Vice Presidents (if appointed), the School Finance Chairs, and the Grade Level Chairs shall be fully independent of the administration, faculty, staff, and the Board of Education of the Manhasset Public School District.

To be considered independent, members of the Executive Board, the Executive Vice President (if appointed), the School Vice Presidents (if appointed), the School Finance Chairs, and the Grade Level Chairs shall:

- not be employed by or related to any employee of the Manhasset Public School District or any member of the Board of Education;
- have no material business relationship with the Manhasset Public School District, the administration, faculty, staff, or Board of Education;
- not be related to anyone who has a relationship of any nature, business or personal, with the independent auditor of the Manhasset Public School District; and
- act with honesty and integrity, avoiding any actual or perceived conflicts of interest with the interests of the SCA.

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ARTICLE XXIV – RECORDS

The Historian shall keep at the SCA office correct and complete certificates, books, reports, and records of accounts of the activities and transactions of the SCA including copies of the Certificate of Incorporation, the registration with the New York State Charities Bureau, the Federal Tax Identification number, SCA Bylaws and Policies, minutes of all Executive Board and Parent Council Meetings, rosters of Officers, Executive Committees, and Parent Councils, budgets and financial reports, Annual President's reports, and significant SCA milestones and events.

ARTICLE XXV – QUORUM

- Section 1. Except as otherwise noted herein, the presence of not less than fifty bona fide members of the SCA shall constitute a quorum at any **General Membership Meeting**, including the **Annual Meeting**, for which written notice was given and shall be necessary to conduct the business of the SCA, including elections. If a quorum is not achieved, no business shall be conducted.
- Section 2. A majority (four members) of the **Executive Board** shall be present and shall constitute a quorum for the transaction of business at any meeting of the Executive Board. If a quorum is not achieved, no business shall be conducted.
- Section 3. Eight members (80%) of the **Nominating Committee** shall constitute a quorum in order to deliberate at any meeting of the Nominating Committee.
- Section 4. Eight members of the **Revisions Committee** shall be present and shall constitute a quorum for the transaction of business at any meeting of the Revisions Committee.
- Section 5. Except as set forth in Sections 1 through 4 of this Article, at all other meetings of the SCA for which written notice was given, a majority of bona fide members present in person shall constitute a quorum for the transaction of business.

At all such meetings where a quorum is achieved, a majority of bona fide votes present in person shall decide every question.

ARTICLE XXVI – PROXY

- Section 1. Neither the business of the SCA nor SCA elections shall be conducted by proxy.
- Section 2. All votes on all SCA matters must be cast in person by a bona fide member qualified under Article III and Policy Fifteen.

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Section 3. At all meetings, except in the case of a contested election, all votes shall be by show of hands.

ARTICLE XXVII – AMENDMENTS, SUSPENSIONS, and POLICIES

Section 1. A majority of the votes cast at a General Membership Meeting where a quorum is achieved is required for any amendment or change to the certificate of incorporation.

Section 2. Bylaws may be adopted, amended, restated, or repealed by an affirmative vote of two-thirds of those members present and voting at any General Membership Meeting, provided that such amendments have been submitted in writing (by mail, on the Website, or in the *Manhasset Press*) by the Revisions Committee to the general membership at least ten days in advance of the General Membership Meeting.

Section 3. The Policies of the SCA shall be discussed at public Executive Board meetings. The Policies of the SCA shall be established, revised, or amended only by a majority vote at any Executive Board Meeting.

ARTICLE XXVIII– DISSOLUTION

Section 1. Three quarters of the votes cast in person at a General Membership Meeting attended by at least three quarters of the total membership, as defined by the Membership Committee, is required for approval of a petition for dissolution.

Section 2. In the event of dissolution of the SCA, all assets of the SCA shall be distributed only for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 3. Any and all distributions shall be to another 501(c)(3) not-for-profit operating solely for the benefit of the students of the Manhasset Public School District.

Section 4. Such distribution shall be under the supervision of the Executive Board.

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ARTICLE XXIX – INDEMNIFICATION

(See Policy Two)

The SCA shall indemnify to the fullest extent now or hereafter permitted by, but subject to the conditions and limitations of, the provisions of the New York Not-for-Profit Corporation Law, relating to the indemnification of directors and officers, or such other applicable provisions of laws as may from time to time be in force, any person made, or threatened to be made, a party in any civil or criminal proceeding against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees actually and necessarily incurred for the defense of any such action or proceeding, or any appeal therein, by reason of the fact that he, she, his, or her testator or testatrix or interstate is or was a member of the Executive Board of the SCA, provided however that no indemnification shall be provided for any person finally adjudicated in any proceeding to not have acted in good faith in the reasonable belief that such action was in the best interests of the SCA or to have committed a criminal or knowingly wrongful act.

ARTICLE XXX – DIRECTORS' AND OFFICERS' INSURANCE

(See Policy Two)

The SCA shall purchase and maintain insurance to indemnify it, in whole or in part, against any liability assumed by it and shall also procure insurance, in such amounts as the Executive Board shall determine, on behalf of any individual who is, or was, a member of the Executive Board of the SCA.

ARTICLE XXXI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the parliamentary authority for the SCA in all cases in which they are applicable except where they are in conflict with these Bylaws.

In accordance with the SCA's parliamentary authority, because of the significant changes to the old Bylaws including changes in the structure of the SCA, the current Bylaws should properly always and in every context be referred to as the "Revised Bylaws".

Amendments to these Revised Bylaws shall be recorded below listing the Article amended, adopted, or repealed and the date.

Manhasset School Community Association, Inc.

ACKNOWLEDGEMENTS

The Bylaws of the SCA were initially written in 1918 by its eighteen founders. Unfortunately, many of their names have been lost to us but we honor their wisdom and are in their debt for laying the foundation the SCA rests on today, nearly ninety years later.

Individual articles have been amended in the intervening years, including the dates we have records for: May 20, 1956; January 15, 1967; June 5, 1969; November 16, 1971; March 21, 1972; May 24, 1974; May 20, 1975; May 18, 1977; May 1, 1980; June 2, 1983; May 31, 1984; May 29, 1996; May 28, 1997; May 27, 1998; May 27, 1999; May 6, 2004.

We also wish to acknowledge all the SCA Historians and members of the Revisions Committees who acted as custodians of these Bylaws since their inception.

In January of 2006, the Revisions Committee convened to undertake a complete revision of all Bylaws, Policies, and Guidelines in order to update them to reflect both growth in the SCA and significant changes in corporate governance and transparency requirements, as well as to reorganize the documents and to record traditions that heretofore have been passed down by word of mouth.

The names of the ten Revisions Committee members who drafted these documents, as well as the names of the 62 SCA members who gathered on June 7, 2007 to adopt these Revised Bylaws, should remain part of the SCA’s permanent record for historical purposes.

2005 – 2007 REVISIONS COMMITTEE

- Chairperson, Historian.....Wendy Bennett
- Executive President Emeritus.....Mary Madden
- Executive President.....Mimi Donohue
- High School President Emeritus.....Juliet Giambrone
- High School Parent Council.....Lisa Belinsky
- Middle School President Emeritus 2006.....Wendy Bennett
- Middle School President Emeritus 2007.....Lucille Gaffney
- Middle School Parent Council.....Joan Viscardi
- Munsey Park School President Emeritus.....Mimi Donohue
- Munsey Park School Parent CouncilGrace Mahler
- Shelter Rock School President Emeritus.....Lisa Goring
- Shelter Rock School Parent Council.....Diane Gershkowitz

Manhasset School Community Association, Inc.

SCA EXECUTIVE
ANNUAL BOARD MEETING
JUNE 7, 2007

SIGN IN SHEET

| <u>PRINT NAME</u> | <u>SIGNATURE</u> |
|---------------------------|------------------------------|
| 1. JOAN VISIARDI | <i>[Signature]</i> |
| 2. Diane Gershtkowitz | <i>[Signature]</i> |
| 3. Ariene Blocker | <i>Ariene D. Blocker</i> |
| 4. Mimi Donohue | <i>[Signature]</i> |
| 5. Lucille Gaffney | <i>Lucille Gaffney</i> |
| 6. Kathy McIntee | <i>Kathy McIntee</i> |
| 7. Ellen Duray | <i>Ellen Duray</i> |
| 8. Wendy Bennett | <i>Wendy Bennett</i> |
| 9. MARY MADDEN | <i>Mary Madden</i> |
| 10. John Lombardi | <i>John Lombardi</i> |
| 11. Kathleen Kosciuszko | <i>[Signature]</i> |
| 12. Lisa Vecchio Belinsky | <i>Lisa Vecchio Belinsky</i> |
| 13. Christine Koskovic | <i>[Signature]</i> |
| 14. ROSA STEIN | <i>Rosa Stein</i> |
| 15. Lori Scrobe | <i>Lori Scrobe</i> |
| 16. Jill McCarney | <i>[Signature]</i> |
| 17. Mary Pat McHolland | <i>Mary Pat McHolland</i> |
| 18. Villano, Jennifer | <i>[Signature]</i> |
| 19. Marybeth Accurso | <i>[Signature]</i> |
| 20. Regina Borek | <i>[Signature]</i> |
| 21. Tim Frost | <i>[Signature]</i> |
| 22. Jeannette Reilly | <i>[Signature]</i> |
| 23. Juliet G Lambrou | <i>[Signature]</i> |
| 24. Debbie Papadopoulos | <i>[Signature]</i> |
| 25. Lauren Baranello | <i>Lauren Baranello</i> |
| 26. Pat Atken | <i>P. Atken</i> |
| 27. Sandy Demitroff | <i>[Signature]</i> |
| 28. Aroia Lynne | <i>[Signature]</i> |
| 29. Lisa Corio | <i>[Signature]</i> |
| 30. Stane Corio | <i>[Signature]</i> |
| 31. Malinda Gilke | <i>[Signature]</i> |
| 32. Molly Fabry | <i>Molly Fabry</i> |

Manhasset School Community Association, Inc.

| | | |
|-----|---------------------|---------------------|
| 33. | Jennifer Damico | Jennifer Damico |
| 34. | Sevil LaRocca | Sevil LaRocca |
| 35. | Trisha Nowicki | Trisha Nowicki |
| 36. | Liz Middleton | Liz Middleton |
| 37. | Renee Press | Renee Press |
| 38. | Jeanne Toes | Jeanne Toes |
| 39. | Grace B Madhu | Grace B Madhu |
| 40. | Michael Madden | Michael Madden |
| 41. | Ryan Young | Ryan Young |
| 42. | Joann Marcucci | Joann Marcucci |
| 43. | Sarah Furlong | Sarah Furlong |
| 44. | Jackie Leming | Jackie Leming |
| 45. | Anthony Altarico | Anthony Altarico |
| 46. | Maggie Olesin | Maggie Olesin |
| 47. | Scott Herdeman | Scott Herdeman |
| 48. | Anna Marie Barbieri | Anna Marie Barbieri |
| 49. | Marge Suga | Marge Suga |
| 50. | Ken Dunn | Ken Dunn |
| 51. | GIULIANA STEIN | GIULIANA STEIN |
| 52. | EMMA TOES | EMMA TOES |
| 53. | Helen Redding | Helen Redding |
| 54. | Eileen Breen | Eileen Breen |
| 55. | Hilary Haber | Hilary Haber |
| 56. | Dana Kleinberg | Dana Kleinberg |
| 57. | Jordan Rober | Jordan Rober |
| 58. | Peter Ferdt | Peter Ferdt |
| 59. | Caroline Lee | Caroline Lee |
| 60. | Iris Hsiao | Iris Hsiao |
| 61. | Max Querc | Max Querc |
| 62. | Dom Maimone | Dom Maimone |
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POLICIES

Manhasset School Community Association, Inc.

POLICY ONE RESPONSIBILITIES OF OFFICERS

(See Bylaws Article IX)

In addition to the duties stipulated in Bylaws Article IX, Section 6, the **Executive President** shall:

- distribute volunteer forms by June 1 of each year prior to filling appointed positions;
- call special meetings if necessary;
- provide notice of every meeting to appropriate members via group email;
- oversee the activities of the School Presidents, the Executive Treasurer, the Executive Secretary, the Executive Vice President (if appointed), and the Ways & Means Treasurer;
- oversee the activities of all Executive Committees;
- serve as the SCA's representative to the Board of Education, the school administration and the community;
- have the authority to sign checks and disburse funds for the SCA;
- interface with the independent Certified Public Accountant regarding all financial matters pertaining to the SCA, including tax returns and the annual audit;
- sign the annual SCA tax returns, together with the Executive Treasurer;
- prepare, together with the Executive Treasurer, a budget proposal for the following year to present at the Annual Budget Meeting;
- secure event liability insurance for the SCA Fair and for the Senior Frolic;
- prepare the SCA's schedule and attend the Manhasset Public School District calendar meeting;
- maintain a calendar and an updated handbook of all the activities and responsibilities of the Executive President;
- open and close the polls for all Manhasset Public School District elections; and
- transition their successor.

In addition to the duties stipulated in Bylaws Article IX, Section 7, the **School Presidents** shall:

- distribute volunteer forms by June 1 of each year prior to filling any appointed positions;
- update, compile, and distribute all pertinent guidelines for Parent Council activities;
- prepare and furnish a written report of the year's activities to the Executive President prior to the Annual Meeting;
- maintain a calendar and notebook of all activities and responsibilities; and
- transition their successors.

Manhasset School Community Association, Inc.

In addition to the duties stipulated in Bylaws Article IX, Section 8, the **Executive Treasurer** shall:

- interface with the independent Certified Public Accountant regarding all financial matters pertaining to the SCA, including tax returns and the annual audit;
- maintain the Post Office box and the bulk mailing account;
- sign and distribute tax-exempt forms as requested;
- collect all documents necessary to prepare the annual audit report;
- distribute mail to appropriate SCA chair people;
- facilitate the preparation of the Annual Budget;
- preside over the Annual Budget Meeting; and
- transition their successor.

In addition to the duties stipulated in Bylaws Article IX, Section 9, the **Executive Secretary** shall:

- distribute for approval the minutes of the Executive Board, General Membership, and Annual Meetings;
- maintain a complete file for the current year of all minutes, financial reports, President's reports, Executive Committees' and individual schools' Parent Council rosters, and Executive Committees' reports in books in the SCA office;
- maintain the stationery supply of the SCA; and
- transition their successor.

POLICY TWO

GUIDELINES FOR MINIMIZING THE RISK OF PERSONAL LIABILITY

(See Bylaws Articles XXIX and XXX)

Individual responsibility

- Attend Executive Board meetings.
- Read the minutes of Executive Board meetings.
- Ask that all reports be written and circulated, or given orally, at Executive Board meetings.
- Be familiar with the SCA's purpose and programs.
- Satisfy yourself that the SCA is fulfilling the requirements of its Bylaws
- Ensure the SCA's affairs are being managed in a manner consistent with its purpose as stated in Article II.
- Be certain that you are a member of the SCA as outlined in Article III.
- Avoid any conflict of interest or any appearance of personal gain.

Financial responsibility

- Become familiar with the SCA's finances, including the budget and budget process.
- Know who is authorized to sign checks and for what amount.
- Be sure the SCA's books are audited on an annual basis by a reputable firm of chartered public accountants.

Responsibility for organizational policies

- Be certain that policies are written in a clear and unambiguous manner and are acted on.
- Insist that nomination and membership procedures set out in the Bylaws are followed.
- Be sure the SCA's policies on volunteer responsibility, authority, and eligibility are current.
- Question all matters concerning policy and practice.

Responsibility for public profile

- Be mindful of how the SCA is viewed in the community.
- Scrutinize and monitor any publications put out by the SCA.

Manhasset School Community Association, Inc.

POLICY THREE

BUDGET COMMITTEE

A SPECIAL COMMITTEE

(See Bylaws Article XVII, Section 2)

Purpose

The Budget Committee shall conduct a year-end review of income and expenditures and propose an annual operating budget for the next fiscal year to be adopted at the Annual Meeting in June.

Chairperson

The current Executive Treasurer shall be the Budget Committee Chairperson.

Committee Membership

The Committee shall be composed of the Executive Treasurer as Budget Committee Chair, the incumbent Executive Treasurer, the Executive President, the four School Presidents, and the immediate past Executive President.

The Presidents-elect shall be invited to participate in all budget planning sessions but shall not vote on the budget proposal.

The most recent past Executive Treasurer may be invited to attend on a consulting basis at the discretion of the Executive Board.

Meetings

The first budget planning session shall be held as soon as preliminary numbers are available from the SCA Fair, usually in mid to late May. The Budget Committee Chair may call subsequent meetings on an as-needed basis.

Responsibilities

The general membership must approve the proposed budget at the Annual Meeting.

Procedures

The Budget Committee Chair may ask the Chairpersons of all Executive Committees to submit written recommendations and/or may invite them to attend the Budget Committee meeting(s) in preparation for establishing a budget for the next fiscal year.

At least five voting members of the Budget Committee must be present in order to prepare the budget.

Manhasset School Community Association, Inc.

POLICY FOUR BULK MAILINGS

The SCA has a non-profit bulk mailing permit for non-metered (second-, third- or fourth-class) mail. The permit number is 103. The Bulk Rate permit information must be pre-printed on the mailing envelope and the Executive Treasurer must renew the bulk mailing permit each year.

All mailings of 200 or more qualify for a bulk mailing. This includes mailings to the entire Manhasset Public School District, such as Membership and SCA Fair Journal solicitations, as well as individual school mailings including newsletters and directories.

All mail to Great Neck addresses must be sorted and submitted separately from Manhasset addresses but still qualify for bulk rate postage.

Mailing labels must be procured from the Technology Office at the High School. Only the Executive President, School Presidents, and the Chairpersons of Executive Committees have the authority to request address labels from the school district.

Postage Statement #3062 must accompany each mailing presented to the Post Office. The form must include:

- Permit #103
- Name MSCA
- Address P.O. Box 33, Manhasset, NY 11030
- Number of pieces being mailed
- Signature and phone number of the person doing the mailing
- Name of Committee responsible for mailing and reason for mailing

The postal permit must be printed on all envelopes used. Envelopes must also indicate *Manhasset School Community Association, P.O. Box 33, Manhasset, NY 11030.*

Contents of ALL envelopes must be exactly the same.

Envelopes should be not sealed. They should be tucked in.

All Bulk Mail must be presented to the Post Office between the hours of 9:30 AM and 3:30 PM Monday through Friday.

Please notify the Executive Secretary if envelopes need to be ordered.

Please notify the Executive Treasurer as soon as a mailing is planned so that money may be deposited into the mailing account PRIOR to your mailing. If there are insufficient funds in the SCA's mailing account, the Post Office will not release the mailing.

Please notify the Executive Treasurer AFTER a mailing is sent so that the mailing can be credited to the proper committee. A duplicate copy of the bulk rate form (Postage Statement #3062) must be mailed to *SCA Treasurer, P.O. Box 33, Manhasset, NY 11030.*

Manhasset School Community Association, Inc.

POLICY FIVE

CASA GRANT

The Manhasset Community Coalition Against Substance Abuse, Inc., (CASA) was formed in 2000 to support educational and community outreach programs to prevent the underage and illegal use of alcohol, drugs, and tobacco. These initiatives serve parents, educators, and students and aim to reduce illegal substance use among the young people of Manhasset.

The SCA has supported CASA and its programs with a monetary donation since its inception. Collaborative efforts between CASA and the SCA include Red Ribbon Week Committees, the Secondary School Shared Decision Making Team's initiatives, and the Speaker's Bureau Programs.

CASA shall make one year-end presentation at a General Membership Meeting detailing their accomplishments for the year and their goals for the following year.

A year-end financial report shall be provided to the Executive Board.

Manhasset School Community Association, Inc.

POLICY SIX

CHILDREN'S THEATER COMMITTEE

(See Bylaws Article XVI, Section 13)

Purpose

The Children's Theater Committee coordinates and provides theatrical productions for the children of Manhasset.

Chairpersons

The Executive President shall appoint two Chairpersons, one from Munsey Park School and one from Shelter Rock School, both preferably former members of the Children's Theater Committee, to serve two-year terms.

The terms of Chairpersons shall be staggered so that one person shall be serving in the first year of their term and one person shall be serving in the second year of their term.

The Children's Theater Committee Chairpersons shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, the General Membership Meeting where elections are held, and the Annual Meeting where the budget is adopted;
- report on the work of the Children's Theater Committee to the Executive Board upon the request of the Executive President;
- submit proposed Children's Theater Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the Children's Theater Committee to the Executive President no later than June 1 of each year.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Committee Membership

The Chairpersons of the Children's Theater Committee will appoint a Treasurer who will be responsible for all incoming and outgoing funds for the Children's Theater Committee.

Committee members should include several parents from each elementary school selected, if possible, from the responses to the volunteer solicitation and appointed by the Chairpersons.

Manhasset School Community Association, Inc.

Meetings

The Committee shall meet in the Spring at the conclusion of the Children's Theater season to secure performances for the following winter.

The Committee shall meet on an as-needed basis in the Fall to coordinate ticket sales, publicity and on-site supervision the day of the performance(s).

Responsibilities

The committee shall research, select, plan, and execute one or more theatrical productions during the school year. Committee members will have input into the selection of programs to be offered and will provide support for logistics, ticket sales, and publicity.

The Children's Theater Treasurer shall provide the Executive Board with a monthly report of the financial status of the Children's Theater Committee; shall communicate with the Executive Treasurer to ensure that Children's Theater accounts are up to date; and shall deposit ticket monies, provide 1099s, and issue all approved reimbursements.

Procedures

At the close of the fiscal year, any excess revenue over expenses shall revert to the SCA General Fund, less the seed money necessary for start-up expenses the following year.

POLICY SEVEN

COMMUNITY EDUCATION COMMITTEE

(See Bylaws Article XVI, Section 14)

Purpose

The Community Education Committee shall plan and arrange discussion groups, community forums, speakers, newspaper articles, and flyers in keeping with its goal of raising community awareness and providing clarity regarding issues pertinent to the educational mission of the Manhasset Public District.

Chairperson

The Executive President shall appoint a Chairperson who shall serve a two-year term.

The Community Education Committee Chairperson shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, the General Membership Meeting where elections are held, and the Annual Meeting where the budget is adopted;
- report on the work of the Community Education Committee to the Executive Board upon the request of the Executive President;
- submit proposed Community Education Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the Community Education Committee to the Executive President by June 1 of each year.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Committee Membership

The Committee shall be composed of the Chairperson, the Executive President, and one member from each school selected, if possible, from the responses to the volunteer solicitation and appointed by each School President. Additionally, members may be added by direct solicitation, newspaper advertisements, and/or flyers.

Meetings

The Chairperson shall call meetings on an as-needed basis. Ideally, the Committee should meet every six to eight weeks.

Manhasset School Community Association, Inc.

Responsibilities

The Community Education Committee shall assist the Executive President:

- in providing facts to protect the integrity of community dialogue while raising awareness about the educational mission of the Manhasset Public School District;
- in arranging discussion groups, community forums, executive newsletters, press releases, and flyers in order to gather feedback from, and disseminate facts and information to, the community regarding District goals and initiatives and specific issues facing the Manhasset Public School District;
- in arranging speakers to facilitate its goal of raising community awareness and providing clarity regarding issues pertinent to the educational mission of the Manhasset Public School District;
- in providing a forum to educate residents of the Manhasset Public School District about their role, rights, and responsibilities;
- assist the Executive President with all aspects of and procedures relating to the Manhasset Public School District's referendums, focusing on budget and bond votes, i.e.
 - prepare flyers;
 - prepare posters, news releases, stickers;
 - liaise with local nursery schools, booster clubs and the Publicity Committee;
 - liaise with local community civic organizations; and
 - assist with voter registration drives.

POLICY EIGHT

EDUCATIONAL GRANTS COMMITTEE

(See Bylaws Article XVI, Section 15 and Policy Twenty-Two)

Purpose

The Educational Grants Committee shall provide for the distribution of designated funds for furthering the post-secondary education of Manhasset High School graduates in financial need.

Chairperson

The Executive President shall appoint a Vice-Chairperson during the Executive President's first year in office. The Vice-Chairperson shall serve as a member of the Committee for one year before assuming the Chairmanship for a two-year term.

The Educational Grants Committee Chairperson shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President; the General Membership Meeting where elections are held, and the Annual Meeting where the budget is adopted;
- report on the work of the Educational Grants Committee to the Executive Board upon the request of the Executive President;
- submit proposed Educational Grants Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the Educational Grants Committee to the Executive President no later than June 1 of each year.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Committee Membership

The Committee shall be composed of the Chairperson, the Vice-Chairperson, the immediate past Educational Grants Chairperson, the Executive President, the SCA High School President, and all high school guidance counselors.

If any SCA president or SCA member serving on the Committee has a child in the graduating class, the Executive President shall appoint an alternate.

Meetings

At least one regular meeting shall be held each year in late June, after classes have ended, to select the grant recipients.

Manhasset School Community Association, Inc.

Procedures

A letter inviting all seniors to apply along with a grant application shall be sent to all parents/students of the graduating class in the beginning of May. A letter and application will also be sent to previous graduates who have received grants in the past.

Responsibilities for Educational Grants

It is the duty of each Committee member to hold all information, discussions, and application materials in confidence. The Chairperson shall collect and subsequently destroy all applications and supporting documentation at the completion of the process.

Eligibility for Educational Grants

- Grants are available only to graduates of Manhasset High School. Any student enrolled under School Board Policy #5120 Attendance Boundaries is eligible. Preference is given to applicants who have attended Manhasset High School for at least two years prior to graduation.
- Awards are available to students for a period of six years following graduation from high school. Primary consideration for grants will be given to students applying for aid within three years after graduation.

Need

An official statement of university expenses shall be submitted in writing along with the Educational Grants official application detailing any additional expenses and any plans the applicant may have for meeting such expenses.

Allocation of Funds

In accordance with SCA Bylaws, the Committee shall provide for the distribution of designated funds for furthering the post-secondary education of Manhasset High School graduates as follows:

- Funds available for the Committee through the annual SCA budget provision may be distributed in the form of educational grants.
- In awarding educational grants, the Committee shall consider financial need, character, and academic achievement in relation to ability.
- A majority of Committee members must agree on each grant before it can be awarded.
- The amount of each grant shall be at the discretion of the Committee.
- Grants shall be issued directly to the educational institution.

Manhasset School Community Association, Inc.

POLICY NINE

ENRICHMENT COMMITTEE

(See Bylaws Article XVI, Section 16)

Purpose

The purpose of the Enrichment Committee is to expand the opportunities for deeper learning and understanding that are offered to students in Grades K - 6 by planning and coordinating enriching programs, performers and presenters, and events that support the school curricular, co-curricular and extracurricular programs and their stated goals.

Chairpersons

The Executive President shall appoint two Chairpersons, one from Munsey Park School and one from Shelter Rock School, preferably former members of the Committee, to serve two-year terms. The terms of Chairpersons shall be staggered so that one person shall be serving in the first year of their term and one person shall be serving in the second year of their term.

The Enrichment Committee Chairpersons shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President; the General Membership Meeting where elections are held, and the Annual Meeting where the budget is adopted;
- report on the work of the Enrichment Committee to the Executive Board upon the request of the Executive President;
- submit proposed Enrichment Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the Enrichment Committee to the Executive President by June 1 of each year.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Committee Membership

The Committee shall be composed of the two Chairpersons and five or more representatives from each elementary school selected, if possible, from the responses to the volunteer solicitation and appointed by the committee Chairpersons.

In addition, the District Coordinator for Music and the Arts, Assistant Principal of Shelter Rock School, Assistant Principal of Munsey Park School, Media Specialist of Shelter Rock School, and Media Specialist of Munsey Park School shall serve as advisory members to the Committee.

Manhasset School Community Association, Inc.

On a yearly basis, one teacher from each grade from each elementary school is invited to attend the Committee meetings.

Meetings

Meetings shall be held monthly and shall alternate between Munsey Park School and Shelter Rock School.

Responsibilities

The Committee shall plan, coordinate, and staff three programs for each grade level at each elementary school. The programs shall include an author presentation, an art-related performance, and a Science or Social Studies related activity or presentation.

Procedures

One Chairperson shall be responsible for the contact and arrangements with the outside entities or performers, and the other Chairperson shall be responsible for the communication with parents regarding upcoming programs and activities.

Programs shall be provided within the school day whenever possible.

Performers are required to be paid through Nassau B.O.C.E.S. The SCA only pays performers directly in the rare instances they are not covered by B.O.C.E.S.

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A check in the amount provided for Enrichment in the annual operating budget will be made out to the Manhasset Union Free School District and presented by the Executive President at the first Board of Education meeting of the school year. This amount shall, minimally, be matched by B.O.C.E.S. funds in order to cover annual program expenses.

POLICY TEN

GIFTS FOR SCA MEMBERS

An SCA officer or committee Chair shall not formally entertain their committee, or provide gifts for committee members, for participation in committee projects at the expense of the SCA.

Only the Executive President, at their discretion, may gift committee chairpersons in recognition of extraordinary service at the expense of the SCA.

Manhasset School Community Association, Inc.

POLICY ELEVEN

GIFTS TO SCHOOL DISTRICT PERSONNEL

The SCA will endeavor to carry out the policy of the Board of Education and the Manhasset Education Association (MEA) with regard to the giving of gifts to school personnel.

Board of Education Policy #1810 Gifts to School Personnel

No district officer or employee shall directly or indirectly receive any gift having a value of seventy-five dollars (\$75) or more, whether in the form of money, services, loans, travel, entertainment, hospitality, etc. However, the Board of Education welcomes the writing of letters or notes to staff members expressing gratitude or appreciation.

Students and their parents shall be discouraged from the presentation of gifts on occasions such as holidays and the end of the school year. Where a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive.

The Superintendent of Schools shall seek the active cooperation of the School Community Association (SCA) in executing this policy.

Nothing therein shall prohibit the presentation of token gifts to retiring members of the staff who have rendered outstanding service and have earned the high regard of the district and the community.

Cross-reference: Manhasset Union Free School District #2160, School Board Member Ethics Reference: General Municipal Law 805-a
Adopted: 6/22/1995

Manhasset Education Association Policy

“The Manhasset Education Association discourages the giving of gifts to teachers by parents and students at any time. Parents, should they wish to show their appreciation of a teacher, may send a letter to that teacher and/or a letter to the Personnel Director of the Manhasset Public School District, requesting that the letter be placed in said teacher’s file.”

SCA Policy: Class Gifts to School Personnel

No more than \$5 per teacher, aide, or other school personnel shall be collected from each student, once in the school year, by a room representative or other parent for the purpose of a class gift. Class gifts should not be given in association with, or in celebration of, a religious holiday.

POLICY TWELVE

GIFTS TO SCHOOLS

Each year the SCA may place in its budget an amount of money to improve the learning environment and to support student activities at the elementary and secondary schools that might not otherwise be allocated for in the annual School Budget.

If the Executive Board determines that there are sufficient monies in the SCA General Fund to cover the SCA's annual operating expenses for two years with an additional excess surplus, the Executive Board may propose donations for tangible goods such as computer hardware or playground equipment or for construction projects such as refurbishing a science lab or music room. Such donations must be approved by the general membership at the Annual Meeting.

In order to determine where there are needs, a notice about pending gifts to schools may be sent at the beginning of the school year to all School Principals and District Coordinators.

Gift Request Forms must be submitted by the School Principals or District Coordinators in a timely fashion and should include the item, the vendor, the estimated cost, and an explanation of how the gift will be used.

All requests shall be reviewed according to purpose, function, practicality, and value.

Donations shall be made among the schools in a fair and equitable manner.

Checks for gifts may be cut to the Manhasset Public School District or directly to the vendor, as determined by the Business Office and/or the Director of Facilities.

POLICY THIRTEEN

**GIFTS TO RETIRING OR RESIGNING
PROFESSIONAL AND NON-PROFESSIONAL STAFF
AND BOARD OF EDUCATION MEMBERS**

Professional Staff Members

Professional staff members, upon resignation after 20 years of service or upon retirement, may be given a gift and/or reception by the SCA. The cost should be reasonably within the means of available SCA funds for this purpose.

Non-professional Staff Members

The School Parent Council and the SCA may honor retiring non-professional staff members.

Board of Education Members

The SCA may give a reception and/or a gift to retiring or resigning Board of Education members.

POLICY FOURTEEN

MEMBERSHIP IN ORGANIZATIONS

The SCA may join organizations that offer group memberships if the educational efforts of the organization are in accord with those of the SCA.

Manhasset School Community Association, Inc.

POLICY FIFTEEN

MEMBERSHIP COMMITTEE

(See Bylaws Article XVI, Section 17)

Purpose

The Membership Committee shall be responsible for promoting membership in the SCA, collecting dues, and maintaining a current membership roll.

Chairperson

The Executive President shall appoint a Chairperson to serve a two-year term. The appointee shall serve as Vice-Chairperson of the Committee for one year before assuming a one-year term as Chairperson.

The Chairperson and Vice-Chairperson should alternately and equitably represent each elementary school.

There shall be a two-term limit for Membership Chairpersons.

The Membership Committee Chairperson shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President; the General Membership Meeting where elections are held, and the Annual Meeting where the budget is adopted;
- report on the work of the Membership Committee to the Executive Board upon request of the Executive President;
- submit proposed Membership Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the Membership Committee to the Executive President no later than June 1 of each year.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Committee Membership

The Membership Committee shall be composed of the Chairperson, the Vice-Chairperson, and one member from each school selected, if possible, from the responses to the volunteer solicitation and appointed by the School Presidents.

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Responsibilities

The Membership Chairperson shall be responsible for:

- receiving and depositing all membership dues monies in the name of, and to the credit of, the SCA in such financial institutions as the Executive Board shall designate and providing deposit documentation to the Executive Treasurer.

The Membership Committee shall be responsible for:

- preparing and organizing Open House membership documents; and
- collecting dues at the Schools' Open Houses.

Procedures

- Membership dues shall be \$25 per family collected annually.
- The Executive Board shall reconsider the amount of dues after consultation with the Budget Committee and the Membership Chairpersons, in May of every even-numbered year.
- Any change in the dues amount shall be approved by the Executive Board and.
- A solicitation for membership shall be mailed, preferably prior to Open House, to all faculty and parents/ guardians whose children are attending any Manhasset Public School at the beginning of the school year.
- A solicitation advertisement shall be placed in the *Manhasset Press* in September.
- A mid-year solicitation may also take place at the discretion of the Executive President and the Membership Chairperson.

Guidelines

The SCA is all-inclusive.

Residency affords eligibility for membership and participation in all SCA activities.

Payment of dues constitutes bona fide membership.

Families without the means to pay shall be added to the membership roster without paying dues and shall be afforded all privileges of full membership.

Membership is family and each family member 18 and over is entitled to vote.

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POLICY SIXTEEN

NOMINATING COMMITTEE

A SPECIAL COMMITTEE

(See Bylaws Article XVII, Section 3)

Purpose

The Nominating Committee shall nominate the most highly qualified candidates for positions on the Executive Board as well as for two positions on the Nominating Committee

Chairperson

Each year, two members, one from each elementary school, shall be elected to serve a two-year term. In their first year in office, the newly elected members of the Nominating Committee shall serve alongside the current Chairperson and Vice-chairperson as committee members only.

In their second year, those elected shall serve as the Chairperson and Vice-Chairperson. The Chairperson must represent the elementary school whose President is NOT being elected that particular year.

In their second year, the Chairperson and Vice-Chairperson, along with the entire Nominating Committee, shall also nominate their successors.

The Chairperson shall maintain a record of all SCA officers, committee chairpersons, Parent Council members, Grade Level Chairs, etc. for future reference in nomination deliberations.

Committee Membership

The Nominating Committee shall be composed of four elected members (the Chairperson, the Vice-Chairperson, the two elected Nominating Committee members from the elementary schools) and six appointed members selected as follows:

- The immediate past Executive President who serves for a two-year term. If they are not available, the current Executive President shall appoint an alternate.
- One member from the Executive Board appointed by the Executive President for a one-year term.
- One member from each school's Parent Council appointed by that school's SCA President for a one-year term.

The elected members of the Nominating Committee are not officers of the SCA.

Article IX, Section 6 specifically excludes the sitting Executive President from any participation in the meetings and deliberations of the Nominating Committee.

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Meetings

The initial meeting is held in January. The Nominating Committee will meet regularly thereafter, as scheduled by the Chairperson. The slate of candidates must be presented at the Annual Meeting usually held in the spring.

Responsibilities

The Nominating Committee shall seek to nominate individuals who show:

- Involvement with the SCA/schools
- Leadership
- Written and oral communication abilities
- Organizational skills
- Confidentiality and discretion
- Community building efforts
- Desire for the position
- School spirit

The Nominating Committee shall maintain a record of past SCA Officers, Vice Presidents, Chairpersons of Executive Committees and Parent Council Committees, and Grade Level Chairs to assist in identifying eligible candidates.

The Nominating Committee shall verify the eligibility of all nominated candidates for all offices abiding by the Qualifications for Officers as set forth in Article VI, and by the election requirements set forth in Article VII Elections.

Nomination Procedures

Prior to its first meeting, the Nominating Committee shall advertise and solicit candidates for all upcoming vacancies in the *Manhasset Press* and on the SCA website. The Committee shall also solicit nominations from the membership through SCA newsletters, at Parent Council meetings at each school, and at Executive Board meetings.

The Committee shall accept all nominations, including self-nominations, in person, by phone, by email, or in writing.

No member of the Nominating Committee shall be nominated for an elected position regardless of whether or not they recuse themselves.

Eight members (80%) of the Nominating Committee shall represent a quorum in order to deliberate. Seven members must vote in favor of a candidate's nomination by the Nominating Committee.

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The Nominating Committee shall provide each potential candidate with a copy of Bylaws Article IX, Duties of Officers and Policy One - Responsibilities of Officers to assist them in making an informed and thoughtful decision prior to soliciting their final response.

The Nominating Committee's deliberations must remain confidential during the entire process.

No announcements may be made until all nominees have been duly vetted, have read the Duties of Officers Bylaw as set forth in Article IX and the Responsibilities of Officers Policy One, and have accepted the nomination.

Election Procedures

All parents and/or guardians whose children are presently attending a Manhasset Public School shall be notified in writing by mail of the slate of candidates for election, including a brief biography of each candidate and an explanation of the process, at least two weeks prior to the General Membership Meeting held in the Spring at which the elections will take place.

The slate of officers and new Nominating Committee members shall be announced and introduced at the General Membership Meeting held in the Spring.

If uncontested, upon the presence of a quorum, elections shall be by a show of hands and a majority of those members present and voting shall constitute an election.

In the case of a contested election, upon the presence of a quorum, elections shall be by paper ballot provided, tallied, and certified by the Nominating Committee. A majority of those members present and casting ballots shall constitute an election.

The Chairperson of the Nominating Committee shall notify the Executive President of the results of the election.

The Executive President shall then publicly announce and introduce the newly elected officers and members of the Nominating Committee.

POLICY SEVENTEEN

PROGRAM ASSISTANCE

Purpose

The SCA has in its annual budget funds available for grants to clubs, school publications, societies, and so forth.

Procedures

The following are the guidelines for submission of requests:

- Funds shall be distributed equitably and in a timely fashion.
- All grants shall be distributed at the sole discretion of the SCA.
- Requested funds shall not be used in place of fundraising activities. If fundraising is part of the club or organization's charter, it is expected that students will be encouraged to initiate their own fundraising.
- Grants are intended as assistance and should not constitute the entire budget. If additional funds are received from another source, such source must be indicated on the application.
- The intended use of funds shall be clearly defined and supported.
- The Executive President shall approve amounts requested under \$200 in accordance with SCA policy. Any request in excess of \$200 shall be submitted to the Executive Board. The Executive Board shall approve any amount in excess of \$200.
- Confirmation that funds were used for approved purposes must be provided. Requests for additional funds will not be considered without such confirmation.

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POLICY EIGHTEEN

PUBLICITY COMMITTEE

(See Bylaws Article XVI, Section 18)

Purpose

The purpose of the Publicity Committee is to explain, promote, and stimulate involvement in SCA events, activities, and programs.

Chairperson

The Executive President shall appoint a Chairperson to a two-year term.

The Publicity Committee Chairperson shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, the General Membership Meeting where elections are held, and the Annual Meeting where the budget is adopted;
- report on the work of the Publicity Committee to the Executive Board upon request of the Executive President;
- submit proposed Publicity Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the Publicity Committee to the Executive President by June 1 of each year.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Committee Membership

The Publicity Committee shall be composed of the Chairperson, appointed by the Executive President, and one Publicity Liaison from each school selected, if possible, from the responses to the volunteer solicitation and appointed by the School President.

Meetings

The committee will meet in September to determine which events and programs will be featured in the *Manhasset Press* during the first half of the school year, and again in January to establish which events and programs will be featured in the *Manhasset Press* the second half of the school year.

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Responsibilities

The Publicity Chairperson is responsible for:

- writing articles about SCA Executive Committee activities for publication in the *Manhasset Press*;
- approving articles and photographs submitted by the Publicity Liaisons in the individual schools to ensure that all schools are equitably represented in the *Manhasset Press*.

The Publicity Liaisons are responsible for:

- coordinating and assembling all SCA articles and photographs from individual school committee chairpersons for final approval by the Publicity Chair in a timely fashion prior to publication in the *Manhasset Press*;
- submitting Parent Council meeting announcements to the *Manhasset Press*.
- working closely with the individual school Website Liaisons to ensure that school activities and events are posted on the SCA Website;
- working closely with the individual school Newsletter Editors to ensure that school activities and events are included in SCA newsletters.

Procedures

All SCA publicity from the Executive Committees, as well as from each school, must be cleared by the Publicity Chair prior to publication.

Photographs can be taken and submitted by committee chairpersons, or a “staff” photographer may be enlisted by the Publicity Chair to attend an event or activity and take pictures for publication.

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POLICY NINETEEN

REVISIONS COMMITTEE

A SPECIAL COMMITTEE

(See Bylaws Article XVII, Section 4)

Purpose

The Revisions Committee shall be called by the Executive Board, when necessary, to write new or to repeal or amend existing SCA Bylaws. The Revisions Committee may also be called to revise the Bylaws in their entirety.

Chairperson

The Historian shall be the Revisions Committee Chairperson.

Committee Membership

The Revisions Committee shall be composed of the Historian as Chairperson, the Executive President, the immediate past school Presidents, the immediate past Executive President, and one member from each Parent Council appointed by the school Presidents.

Meetings

The Revisions Committee Chairperson shall schedule and facilitate meetings as often as deemed necessary until consensus is reached on amendments to each article under consideration.

Responsibilities .

The SCA Bylaws, which govern the organization and keep it structured, should be current, clear in content, and accurately represent the way the SCA conducts business.

As the constitution of the SCA, the Bylaws should be treated with gravitas. Amendments should be made infrequently and discriminately; revisions rarely if ever.

The Revisions Committee shall review, if only to reaffirm, the SCA Bylaws every five years beginning in 2012.

The Revisions Chairperson shall furnish the current Bylaws to each Revisions Committee member.

Each committee member shall thoroughly familiarize themselves with the Bylaws and *Roberts Rules of Order Newly Revised* prior to the first Revisions Committee Meeting.

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Procedures

Any member may request the Executive Board call the Revisions Committee to amend the Bylaws. Should the Executive Board find merit in the request, the Executive Board shall call the Revisions Committee.

Current Bylaws shall remain in effect until such time as an amendment or complete revision is adopted.

In order to write new articles, or to amend existing articles, or to revise the SCA Bylaws in their entirety, the following procedures shall be complied with in precise order:

- The Revisions Committee shall convene and deliberate.
- Amendments shall be approved by the Revisions Committee as follows:
 - Eight members of the Revisions Committee shall be present and shall constitute a quorum for the transaction of business at any meeting of the Revisions Committee.
 - The action of eight members of the Revisions Committee shall be the action of the Revisions Committee.
 - No action may be taken with fewer than eight votes. If there are only eight members at a meeting of the Revisions Committee, the vote must be unanimous.
- Proposed amendments shall be distributed to all members of the Executive Board at least thirty (30) days prior to the General Membership Meeting where a vote shall be taken.
- Proposed amendments shall be published on the SCA Website at least ten (10) days prior to the General Membership Meeting where a vote shall be taken.
- Upon the presence of a quorum at the General Membership Meeting, the Revisions Chairperson shall read aloud each proposed amendment in its entirety, highlighting changes and clarifying the underlying reasons for each revision.
- Members shall be given an opportunity to discuss and/or amend each article in question.
- Upon the presence of a quorum at the General Membership Meeting, action on each article shall be voted individually.
- Bylaws may be adopted, amended, repealed, or totally revised by an affirmative vote of two-thirds of those members present and voting at any General Membership Meeting, provided that such amendments have been submitted in

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writing (by mail, on the Website, or in the *Manhasset Press*) by the Revisions Committee to the general membership at least ten days in advance of the General Membership Meeting.

- Upon adoption, the amended article replaces the current article in the SCA's Bylaws. Such action should be recorded on page 35 as noted.

POLICY TWENTY

ROOM AND PARENT REPRESENTATIVES

Room Representatives at the elementary schools and **Parent Representatives** at the secondary schools serve as a vital communication link between the SCA and parents/guardians including gaining feedback on concerns and issues.

Room/Parent Representatives shall be selected, if possible, from the responses to the volunteer solicitation and appointed according to a policy set up by the Parent Council to fit the particular needs of each school.

Room/Parent Representatives shall attend all Parent Council meetings.

Room/Parent Representatives shall not simultaneously serve as GLC.

Room/Parent Representatives shall serve only once per child in each school.

A Room/Parent Representative shall not serve in more than one school or grade in the same year.

Room/Parent Representatives, at the request of the School President, shall make emergency and budget vote phone calls to the families they are assigned to contact

POLICY TWENTY- ONE

SATURDAY SERIES COMMITTEE

(See Bylaws Article XVI, Section 19)

Purpose

The purpose of the Saturday Series Committee is to plan and conduct Saturday morning educational and recreational programs for children in Grades K through 6.

Chairpersons

The Executive President shall appoint two Chairpersons, preferably one from Munsey Park School and one from Shelter Rock School and ideally former members of the committee, to serve two-year terms. Chairpersons shall be staggered so that one person shall be serving in the first year of their term and one person shall be serving in the second year of their term.

The Saturday Series Committee Chairpersons shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President; the General Membership Meeting where elections are held, and the Annual Meeting where the budget is adopted;
- report on the work of the Saturday Series Committee to the Executive Board upon request of the Executive President;
- submit proposed Saturday Series Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the Saturday Series Committee to the Executive President by June 1 of each year.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Committee Membership

The following positions are essential to the success of the program and shall be selected, if possible, from the responses to the volunteer solicitation and appointed by the Committee Chairpersons:

- A Treasurer who shall deposit registration monies, pay teacher salaries, provide 1099s, and issue all approved reimbursements;
- The Registrar who shall receive all registration forms and forward all registration fees to the Treasurer and shall provide the committee and the teachers with class lists and an alphabetical listing of all enrolled students.
- A Brochure Designer who shall plan and distribute the brochure, both online and in print;

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- A Volunteer Coordinator who shall oversee the parent volunteers who assist in the classrooms, at the information desk, and with security. They shall also oversee the student volunteers, many of whom are fulfilling Community Service requirements.
- A Hospitality Coordinator who shall provide food and coffee for the volunteers and instructors each week;
- A Security Coordinator who shall ensure that children do not leave the building unaccompanied by a parent or guardian.

Meetings

Planning meetings should begin in June for the next school year and then take place on an as-needed basis prior to the start of each session.

Responsibilities

The Saturday Series Committee shall plan courses, hire instructors, oversee the Children's Theater lottery, manage registration, coordinate the Saturday Series schedule with school administrators (Facilities Director) and custodial staff, provide an annual report prior to the budget meeting, and make recommendations on an as-needed basis to guarantee program success.

Procedures

Children in Grades K-6 must reside within the Manhasset Public School District to participate in Saturday Series Programs.

The first session takes place in the Fall, beginning in September and ending by the Thanksgiving break. The second session takes place in the Winter, beginning after the first of the year and running through March.

At the close of the fiscal year, any excess revenue over expenses shall revert to the SCA General Fund, less the seed money necessary for start-up expenses the following year.

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POLICY TWENTY-TWO

SENIOR AWARDS

Educational Grants Committee
(See Bylaws Article XVI, Section 15)

Purpose

The SCA shall provide suitable monetary awards to recognize the academic achievement of the top twenty students of the graduating class in the form of SCA Senior Awards.

Procedures

The top twenty students shall be determined by their unweighted GPAs, their names to be provided by the Guidance Department of the High School to the Educational Grants Chair and the Executive President.

The Executive President and the Educational Grants Chair, at their discretion, may increase the number of awards only in the event of GPAs identical at a hundredth of a point without rounding up or down.

Awards shall be presented by the Executive President at the Senior Awards Assembly in alphabetical, not numeric, order.

Awards shall be paid directly to the individual student.

POLICY TWENTY-THREE

SENIOR FROLIC COMMITTEE

(See Bylaws Article XVI, Section 20)

Purpose

The Senior Frolic is a drug-free, alcohol-free, and smoking-free graduation party given to all the Seniors of Manhasset High School as a gift from every Senior parent. Its principal function is to provide a safe environment in which all the students can celebrate their graduation together.

Senior Frolic Committee

The Senior Frolic Committee plans and arranges a creative graduation party with a secret theme that is designed, constructed, hosted, and paid for in its entirety by the parents of the Senior class.

Chairperson(s)

The Executive President shall call a meeting of the Junior class parents in the Spring of Junior year to solicit a Frolic Chairperson(s). The Frolic cannot take place unless parents from the class volunteer to chair the event.

The Frolic Chairperson(s) shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, the General Membership Meeting where elections are held, and the Annual Meeting where the budget is adopted;
- provide regular Frolic status reports and financial updates to the Executive Board upon request of the Executive President;
- submit proposed Frolic Committee plans to the Executive Board for approval before action is taken thereon; and
- provide a detailed Frolic financial statement before the end of the fiscal year in August.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Responsibilities of Chairperson(s)

The Frolic Chairperson(s) shall be responsible for:

- sending a Frolic information letter to all Senior parents soliciting theme suggestions, encouraging participation, and stating that parents of the Senior class are solely responsible for all expenses relating to the Frolic;

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- selecting a Frolic theme and collaborating with the construction and art teams on its execution;
- appointing the treasurer and all sub-committee chairpersons and overseeing their work at all times;
- organizing and executing all aspects of the event;
- abiding by all construction guidelines required by the school administration;
- confirming that special event liability insurance for the day/evening of the Frolic has been purchased by the Executive President;
- distributing, collecting, and retaining release forms signed by all members of the construction crew as well as Junior parents responsible for the Frolic takedown.

Senior Class Parent Volunteers

The following positions are essential to the success of the Frolic and shall be selected if possible from a special Frolic Volunteer Form and appointed by the Frolic Chair(s.)

The **Frolic Treasurer** shall:

- set detailed budget guidelines, in conjunction with the Frolic chairpersons, and present them for approval by Senior class parents;
- manage costs to ensure that budget guidelines are adhered to and that expenditures do not exceed available funds;
- collect reimbursement forms, issue checks to vendors, and periodically provide spreadsheets detailing budget and costs to the SCA Treasurer or auditor;
- provide a financial statement to the Executive President by the end of the fiscal year; and
- present a detailed Frolic financial statement at the Executive Committee Meeting in September.

The **Volunteers Coordinator** shall:

- establish and maintain a list of volunteers needed to safely plan and execute the Frolic;
- be responsible for all phone chains related to the Frolic; and
- schedule volunteers as needed.

The **Construction Foreman and Crew** shall:

- plan and manage all aspects of construction;
- supervise fireproofing of all material used in construction; and
- coordinate and communicate with the Head Custodian.

A **Fireproofing Liaison** shall coordinate with the Fire Marshall regarding fireproofing requirements during construction and shall disseminate all fireproofing information to the appropriate workers. Every decoration, including the ceiling and walls must be fireproofed and battery operated exit signs must be operational. A fire certificate must be obtained from the Fire Marshall.

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The **Art and Design Director and Team** shall coordinate all painting projects and fireproofing.

The **Ceiling Foreman** shall:

- install the Frolic ceiling, which must be fire-retardant;
- take the ceiling down properly with assistance from Junior class parents; and
- instruct Junior parents how to install and preserve the ceiling for future use.

Bathroom Decorators shall decorate and fireproof boys' and girls' bathrooms.

Entertainment Committee shall hire DJ and all other entertainment.

Centerpiece Committee shall be responsible for table decorations including tablecloths.

Invitations Committee shall;

- design, order and mail invitations; and
- maintain attendees list and permission forms.

Program Chairperson shall design and produce a program to recognize underwriters and all those who have donated time, money and/or items.

Senior Gift Committee shall provide a Frolic remembrance for each graduate.

Senior Photo Display and DVD Committee shall provide a creative display of Senior photos at the Frolic and arrange for the filming of the Graduation Ceremony and the Frolic to create a DVD for purchase by the graduates.

Food Committee shall provide, serve, and clean up all food.

Beverages Committee shall provide, serve, and clean up all beverages.

Ticket Sales Committee shall sell tickets, collect checks, make deposits, and coordinate with the treasurer.

Event Security shall develop a roster and schedule of Senior class parents who will act as chaperones and security for the evening of the Frolic.

Check-in Chairpersons shall coordinate and supervise staffing of the check-in desk on the evening of the Frolic

Medical Coordinator shall arrange for Emergency Medical Technicians, assisted by parent volunteer medical personnel, to be on site during the Frolic.

Junior Parent Liaison shall staff security for the community walk-through just prior to the Frolic, and organize the complete takedown of the Frolic on the day(s) following the event.

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Takedown

- Senior parents shall be responsible for the removal and return of all rented props and backdrops to assure that the specific requirements for return and shipping are followed.
- Senior parents shall arrange for the sale and/or donation of props no longer needed. Proceeds from the sale shall be returned to the Frolic account.
- Junior parents shall knock down, properly store in the trailer provided, and discard in the dumpsters provided all non-salvageable residue from the Frolic.
- Junior parents shall be responsible for the preservation and proper storage of the ceiling and all other decorations that may be of use to future Frolics.

Meetings

An organizational meeting shall be held in Spring of Junior year attended by all rising Senior class parents and presided over by the Executive President and/or the Grade Level Chairs and/or the Frolic Chairpersons. At this meeting, Frolic Chairpersons as well as subcommittee chairpersons shall be solicited, a tentative budget for the event shall be set according to collective rising Senior class parent visions of the event, theme suggestions collected, and financing options considered, including donations, assessments, underwriting, fundraising, ticket sales, etc..

Meetings shall be called on an as needed basis by the Chairperson(s) of the Frolic and the chairpersons of the various sub-committees.

Responsibilities

The parents of the graduating class are solely responsible for all expenses related to the Frolic, including any balances that might be outstanding at the conclusion of the event.

Senior class parents also assume the responsibility for any damages that may occur.

The Senior Frolic Committee functions under the guidance of the SCA Executive Board and, as such, is entitled to use the SCA's tax exemption for its activities and expenses.

All monies raised for the Frolic in the ninth, tenth and eleventh grades shall be held in the SCA General Fund earmarked for the "Frolic Class of 200_".

The Executive President shall secure, and the SCA shall donate, event liability insurance for the evening of the Frolic.

Guidelines

The Frolic is a gift to the graduating seniors from their parents. In order for all graduating seniors to be able to attend, it is preferred that no tickets be sold to this event, with the exception of tickets for guests of graduating Manhasset High School seniors.

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All items purchased or constructed during the course of the Frolic remain the property of the SCA and the Senior Frolic Committee and, as such, are not to be loaned except at the discretion of the Senior Frolic Chair(s) and/or the Executive President.

With prior approval, props and decorations may be sold or donated with all proceeds returned to the Frolic account.

Financial Procedures

- Annual fundraising (see below), donations of proportional shares of expenses by Senior parents, underwriting, and the sale of tickets for guests of the graduates shall finance the Frolic.
- Each class may hold one fund-raising event per year beginning in ninth grade. This event is optional and may be held at the discretion of each class.
- All fundraising activities shall take place at the discretion of the Executive Board and must be approved in advance.
- The Senior Banquet may also raise funds for the Frolic. However, this is optional. The Banquet is a long-standing tradition that does not require approval by the Executive Board.
- Frolic fundraising events and phone chains shall not be the responsibility of Grade Level Chairs, unless they volunteer to do so.
- Monies raised shall be deposited into the SCA General Fund and earmarked for the Frolic for each individual class. The SCA Executive Treasurer shall record all deposits by class in the monthly Treasurer's Report under the high school line. When the class enters its Senior year, these funds shall be transferred to a class Frolic account that shall be established by the Frolic treasurer under the guidance of the SCA Executive Treasurer.
- At the close of the fiscal year and after all Frolic expenses have been paid out, any funds remaining in the Frolic account will revert to the SCA General Fund earmarked for future long term Frolic capital needs such as replacement of the ceiling which generally lasts for five to seven years.
- The SCA will not be responsible for any expenses in excess of revenue. The parents of the graduating class shall settle all accounts.

POLICY TWENTY-FOUR

SHARED DECISION MAKING TEAMS

(See Bylaws Article XIX, Section 3)

Purpose

Shared Decision Making Teams (referred to hereinafter as “SDM”) work towards a shared purpose: the improvement of student and school performance, the emotional and physical well-being of students, the advancement of learning, and the participation of all members of the school community.

SDM was developed to transform school organizations with open communication among the various constituencies: administrators, teachers, support staff, parents, and students. Topics and agendas are established through teamwork and consensus. All stakeholders are equal and collaborate to identify problems, define goals, formulate policy, and implement programs.

The SCA, for all purposes relative to SDM, represents the parent stakeholder group (that is the parents and/or guardians of all students attending the four public schools in the Manhasset Public School District) and appoints the parent members of the SDM Teams as specified in the District Plan.

Information is shared, communication improved, and imaginative and innovative thinking cultivated at the building level. There are SDM Teams in the High School, the Middle School, Munsey Park School, and Shelter Rock School. Each school team identifies its own area of focus each year.

The *New York State Compact for Learning* recognized this new approach to education with the concept of shared decision-making. The *Manhasset School District Collaborative Process for Improving Student Performance* states that “no one part of the system can achieve satisfactory results without the cooperation of the other parts of the whole...shared decision making increases the investment of every member of the school community...a shared approach toward addressing the critical questions that affect the intellectual, emotional and physical development of our children is the best means by which we can make informed choices about complex issues.”

Shared Decision Making Liaison

The Executive President shall appoint a Shared Decision Making Liaison, preferably a former member of a SDM team, who shall serve a two-year term.

The Liaison must have a child attending one of the Manhasset Public Schools and shall serve for no more than two consecutive two-year terms.

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The Shared Decision Making Liaison shall:

- report on the work of the Shared Decision Making Teams at the Executive Board meeting upon request of the Executive President;
- submit proposed Shared Decision Making Teams plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the Shared Decision Making Teams to the Executive President by June 1 of each year.

Responsibilities of Liaison

The SCA Liaison shall oversee the recruitment process, solicit new members, interview candidates, conduct lottery selection, and notify new members of their roles and responsibilities. The SCA Liaison will receive monthly updates and copies of all minutes from the SDM team liaison. The SCA Liaison will report directly to the Executive President and provide monthly updates on the goals and progress of each SDM team. It is at the discretion of the SCA Liaison to attend team meetings to assess progress and efficiency.

The SCA Liaison is a member of the Manhasset School District Committee on Shared Decision Making and must follow the guidelines set forth by the district for this committee.

Shared Decision Making Teams Parent Representatives

Appointments to SDM Teams

The Executive President and the SDM Liaison, through a recruitment process of soliciting applications (including from responses to the volunteer solicitation), interviewing candidates and conducting lottery selection, appoint parent members to each of the District's four school Teams.

Upon appointment, parent members of the SDM Teams (referred to hereinafter as "Team(s)") shall act as representatives of the parent stakeholder group and shall have the responsibilities set forth therein.

Parent members are accountable to the parent stakeholder group, the Team, the SCA, the Superintendent of Schools, and the Board of Education.

SDM parent members serve for a term of two years and are members of their school's SCA Parent Council.

No parent on any given school team may serve for more than two consecutive terms or on more than one SDM team at a time.

The terms of half of the representatives on each team will expire each year.

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If a vacancy occurs on a team during the school year, that school's SCA President, with the approval of the Executive President and the SDM Liaison, may appoint a replacement. Vacancies shall be filled until the next recruitment process occurs and the new application and lottery takes place.

Recruitment Process

The recruitment process begins in early Spring, usually in March.

Parent members for SDM teams may be solicited through notices in the local newspaper, in SCA newsletters, on the SCA Website, at SCA meetings, and by a letter sent to all parents K through 12.

New members must complete an application and submit it to the liaison on or before the stated deadline. Late and/or incomplete applications will not be considered. Interviews may be conducted at the discretion of the SDM Liaison.

New members will be notified in writing within two weeks of selection.

Meetings

Upon appointment to a SDM team, parents are expected to attend the current team's meetings as observers to familiarize themselves with issues and proceedings. Members are then expected to attend and fully participate in all meetings until their tenure expires.

The Executive President along with the SDM Liaison can remove parent members who miss three meetings from the team.

Guidelines

Parent members of the Teams are expected to follow the Guidelines for SCA Parent Representatives for Shared Decision Making Teams.

- The best interest of students shall guide all member decisions.
- As outlined in the District Plan, Teams work in a collaborative process for the improvement of student and school performance.
- Parent members are required to participate in training.
- Parent members are to participate in the shared decision making process through consensus.
- If any parent member of the Team is unable to comply with these guidelines, or misses three meetings, the Executive President along with the SDM Liaison will appoint a replacement.

Manhasset School Community Association, Inc.

Responsibilities of Shared Decision Making Team Members

Parent members have a responsibility *to their stakeholder group* to:

- provide a means for stakeholders to suggest agenda items;
- publicly post agendas prior to meetings;
- open all meetings to stakeholders as observers though not as active participants;
- initiate ideas for improving student and school performance;
- communicate regularly with their stakeholder group about the workings of their Team and the decisions made by the Team.

Parent members have a responsibility *to the SCA* to:

- provide copies of minutes as well as upcoming agendas, issues and changes in the Team to the Executive President, the SDM Liaison and the School Presidents;
- appoint a Team liaison who will attend and report at monthly School Parent Council Meetings. This position may alternate among parent members, or one person may be designated as the Team liaison to the Parent Council;
- appoint a representative who will act as Team liaison to the SDM Liaison;
- prepare an annual report for the Executive Board by end of school year.

Parent members have a responsibility *to their Teams* to:

- develop a meeting schedule to fit the needs of the entire Team;
- attend all meetings;
- rotate the role of facilitator at Team meetings;
- initiate ideas for improving student and school performance and encourage a spirit of openness to innovation;
- reach decisions through consensus;
- support the decision of the Team.

POLICY TWENTY-FIVE

SPEAKERS BUREAU COMMITTEE

(See Bylaws Article XVI, Section 21)

Purpose

The Speakers Bureau provides leadership programs, inspirational speakers, and motivational presentations to educate, support, empower, and enrich the lives of Manhasset Middle and High School students.

Chairpersons

The Executive President shall appoint two Chairpersons, one from the Middle School and one from the High School to serve two-year terms.

The Speakers Bureau Committee Chairpersons shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, the General Membership Meeting where elections are held; and the Annual Meeting where the budget is adopted;
- report on the work of the Speakers Bureau Committee to the Executive Board upon request of the Executive President;
- submit proposed Speakers Bureau Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the Speakers Bureau Committee to the Executive President by June 1 of each year.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Committee Membership

The Speakers Bureau Committee shall be composed of:

- the High School and Middle School SCA Presidents;
- two Chairpersons representing the High School and the Middle School, respectively;
- the Secondary School Principal;
- both Assistant Principals;
- two teachers and/or two class advisors or one of each, one representing the High School and one representing the Middle School, appointed by the Secondary School Principal;
- a Guidance Counselor; and
- two Social Workers.

Manhasset School Community Association, Inc.

Meetings

The committee shall meet three times each year:

- prior to, or at the very beginning of, the school year to set an action plan;
- mid-year to evaluate programs presented in the Fall or early Winter and to plan new programs for the Spring; and
- at year-end to evaluate current programs and brainstorm topics and speakers for the following school year.

Responsibilities

The Secondary Schools' Speakers Bureau Committee shall be responsible for researching potential programs, implementing agreed upon programs, and doing follow-up evaluations.

Procedures

Because of the difficulty in taking students out of class, the committee should seek to plan one event that is presented as an assembly (pull-out) and another event that can be incorporated into the classrooms (push-in).

POLICY TWENTY-SIX

STUDENT ASSISTANCE

Purpose

Each year the SCA shall place in its budget an amount of money to cover the cost of academic needs, educational programs, school-approved activities, or school-related social events which are available and affordable to the majority of students in the district, but which may prove a financial burden to some families. The purpose of this fund is to help the largest number of children possible in the context of our precedent of meeting individual student needs.

Procedures

SCA Student Assistance comes from one budget allocation that covers all schools.

Appropriate uses of Student Assistance-allocated moneys include, but are not limited to, the cost of class trips, fees for exams, classroom supplies, Summer school, and dances.

Elementary Schools:

In order to apply, the faculty member making the request (teacher, guidance counselor, or administrator) must fill out a student assistance form that must be signed by either a Guidance Counselor or School Principal who will determine the advisability of the request.

If the request is for \$20 or less, the Guidance/Principal's Office may send it directly to the SCA Treasurer.

If the request is for \$20.01 or more, the form must be given directly to the individual school SCA President for approval.

Secondary Schools:

In order to apply, the faculty member making the request (teacher, guidance counselor, or administrator) must fill out a student assistance form. The form shall be submitted to the appropriate Guidance Counselor who, in collaboration with the School Principal, will determine the advisability of the request.

All requests must be presented to the School President for final approval. At this time, the student's guidance counselor shall be advised whether financial assistance will be provided.

The Executive President and/or the School President of the school the student attends may approve a request of \$200 or less per student.

Manhasset School Community Association, Inc.

Amounts in excess of \$200 must be approved by a majority vote of the Executive Board. This also applies if the request is for multiple students for the same activity, program, or event and the aggregate amount is in excess of \$200.

Student Assistance is intended as support and should not constitute the entire requested amount. Families or students in need of financial aid are asked to participate in as large or small a capacity as possible.

POLICY TWENTY-SEVEN

SUMMER ACTIVITIES

The SCA has in its annual budget monies allocated for Summer Activities.

Funds shall be made available for grants to various summer programs run by either the Manhasset Public School District or the Manhasset/Great Neck EOC. These include, but are not limited to, S.H.O.P. and the Manhasset/Great Neck EOC Summer Camp.

Funds shall help to underwrite the cost of the program and/or the cost of tuition.

A request from the director or advisor of the program must be made in writing to the Executive Board for approval.

Student assistance may be provided for students to attend Summer Center.

In exceptional compelling circumstances, consideration may be given to assisting individual students with the cost of other special summer programs. Recommendations should be made by the school's social workers and/or Guidance Counselors and submitted in writing to the Executive Board for approval.

POLICY TWENTY-EIGHT

SUMMER STUDIES AWARDS COMMITTEE

(See Bylaws Article XVI, Section 22)

Purpose

The Summer Studies Awards Committee, through an interview process, selects students and provides awards to enrich or enhance a student's particular area of interest. The program must be pursued during the Summer between the candidate's Junior and Senior years. The Summer Studies Award is considered prestigious and the selection process rigorous. Therefore, awards will not be given to all applicants.

Chairperson

Each year the Executive President shall appoint a Chairperson to serve a two-year term. The first year, the appointee shall serve along side the current Chairperson as the Vice-Chairperson. The second year, the appointee shall serve as the Chairperson.

The Summer Studies Awards Committee Chairperson shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, the General Membership Meeting where elections are held, and the Annual Meeting where the budget is adopted;
- report on the work of the Summer Studies Awards Committee to the Executive Board upon request of the Executive President;
- submit proposed Summer Studies Awards Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the Summer Studies Awards Committee to the Executive President by June 1 of each year.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Committee Membership

The Committee shall be composed of the following members: the Chairperson, the Vice-Chairperson, the immediate past Summer Studies Chairperson, a current or former SCA School President, one general SCA member selected, if possible, from the responses to the volunteer solicitation, one community member who is not a current parent of a K-12 child, and four faculty members including teachers, staff members, district coordinators, administrators, or guidance counselors.

No committee member may have a child currently in the Junior class.

Manhasset School Community Association, Inc.

Meetings

Interviews shall be held on two consecutive days in the Spring of the Junior year. Award recipients shall be chosen at the conclusion of the interview process.

Procedures

If possible, the Chairperson shall attend the 11th Grade Parent Meeting usually held by the Guidance Department in the Fall of the school year.

The Chairperson shall ask two of last year's award recipients to attend a high school SCA Parent Council Meeting and discuss their Summer programs.

The Summer Studies Award packet shall be mailed to all Junior parents in January. This packet will contain a letter of information about the program in addition to instructions, an application, and teacher recommendation forms with deadlines clearly marked. Applications will also be available in the Guidance Office and on the SCA website, www.manhassetzca.org.

The Chairperson shall attend the Junior assembly usually held in January to encourage students to apply for the award. In addition, two or three of last year's recipients shall be asked to attend the Junior assembly and speak about their Summer experiences.

Applicants may request an amount not exceeding the maximum amount of their selected program, nor exceeding the maximum amount of the award, which is currently set at \$1,000. The award may be put towards tuition, lodging, or materials, but may not be used for transportation to and from the program.

Once all applications have been collected, the Chairperson shall copy and distribute them to all committee members. The committee will interview each applicant and determine the recipients. The scoring shall be at the discretion of the Chairperson. All committee members are equal voting members and every member must be present for the entire two-day interview and selection process.

Each member shall keep all applications, information, and discussions confidential. The Chairperson shall collect and destroy all applications and supporting documents at the completion of the process with the exception of the original copy of each application that will be filed with the Guidance Department.

The Chairperson shall arrange for the recipients to be photographed and announced in the *Manhasset Press*. Photographs of the recipients shall be displayed in the main hallway of the high school. In the Fall following the completion of their programs, the Chairperson may write an article regarding the programs completed.

A follow-up letter shall be sent to those students who have not submitted proper paperwork for program reimbursement prior to the close of the SCA's fiscal year. No reimbursements shall be made after the close of the SCA's fiscal year.

Manhasset School Community Association, Inc.

Eligibility

Any Manhasset High School Junior may apply for the award. A candidate must be a registered member of the Junior Class, in accordance with the rules of the Board of Education, as of the beginning of their Junior year and must be planning to return to Manhasset High School for a full Senior year.

Financial need and academic excellence will not be factors in deciding on the granting of an award. Rather, motivation, sincerity, and clarity of purpose will be overriding considerations.

POLICY TWENTY-NINE

WAYS AND MEANS COMMITTEES

(See Bylaws Article XVI, Section 23)

Purpose

The **Ways and Means Committees** are the principal fundraising committees of the SCA and shall be responsible for evaluating, organizing, and directing all major fundraising efforts for the SCA. The principal Ways and Means Committees are the SCA Fair Committee, the SCA Luncheon Committee, and the *Champions for Charity*[®] Committee.

Treasurer

A Ways and Means Treasurer, appointed by the Executive President, shall be responsible for keeping the accounts for all Ways and Means Committees, including, but not limited to, the SCA Fair, the Fall Luncheon, and *Champions for Charity*[®].

Chairpersons

The Executive President shall appoint one or more Chairpersons for each Ways and Means Committee including, but not limited to, the SCA Fair, the Fall Luncheon, and *Champions for Charity*[®].

POLICY THIRTY

SCA FAIR COMMITTEE
A WAYS AND MEANS COMMITTEE
(See Bylaws Article XVI, Section 23)

Purpose

The annual SCA Fair is the major fundraising effort of the SCA. Funds are generated by a journal, rides, the sale of food, flowers, books, and sundry new and used goods from vendors and donations. The proceeds support the programs of the SCA.

Chairpersons

The Executive President shall appoint up to three SCA Fair Chairpersons, preferably one from Munsey Park School, one from Shelter Rock School and one from the Middle School or High School.

The SCA Fair Committee Chairpersons shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, the General Membership Meeting where elections are held, and the Annual Meeting where the budget is adopted;
- report on the work of the SCA Fair Committee to the Executive Board upon request of the Executive President;
- submit proposed SCA Fair Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the SCA Fair Committee to the Executive President by June 1 of each year.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Committee Membership

The SCA Fair Committee should include parents from both elementary schools as well as from the Middle School and High School, selected, if possible, from the responses to the volunteer solicitation and appointed by the School President of each school, or by the SCA Fair Chairpersons.

The SCA Fair Chairpersons will appoint chairpersons for all needed SCA Fair subcommittees. Members of the SCA Fair Committee will work on one or more of the subcommittees.

The Ways and Means Treasurer will handle all monetary transactions for the SCA Fair.

Manhasset School Community Association, Inc.

Meetings

The first meeting of the SCA Fair is held in September to set a time line of activities to achieve the goal of producing the SCA Fair in late April or early May.

All subcommittee chairpersons shall be in place by November.

An evaluation meeting shall be held as soon as possible after the SCA Fair date.

Responsibilities

The SCA Fair Committee shall coordinate, plan and execute the SCA Fair.

The Executive President shall purchase event liability insurance for the SCA Fair.

Procedures

At the close of the fiscal year, any excess revenue over expenses shall revert to the SCA General Fund, less the seed money necessary for start-up expenses the following year.

All SCA Fair properties are the possession of the SCA and are not to be loaned except at the discretion of the SCA Fair Chairpersons and/or the Executive President.

The SCA does not condone the offering for sale of merchandise bearing counterfeit trademarks. Vendors retained to sell merchandise at any SCA-sponsored function shall be required to sign a statement representing that they are authorized to sell the merchandise offered for sale and will not sell counterfeit merchandise at any SCA-sponsored function. They will also indemnify the SCA and its Officers and Chairpersons of Executive Committees against any loss, claim, damage, liability, or expense incurred by such indemnified parties in connection with the vendor's offering for sale and/or selling of merchandise at an SCA-sponsored function.

POLICY THIRTY-ONE

SCA FALL LUNCHEON COMMITTEE

A WAYS AND MEANS COMMITTEE

(see Bylaws Article XVI, Section 23)

Purpose

The SCA Fall Luncheon is the second largest fund raising effort of the SCA. The proceeds are used to provide seed money for the SCA Fair.

Chairpersons

The Executive President shall appoint up to three SCA Luncheon Chairpersons, preferably one from Munsey Park School, one from Shelter Rock School, and one from the Middle School or High School.

The SCA Luncheon Committee Chairpersons shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, the General Membership Meeting where elections are held, and the Annual Meeting where the budget is adopted;
- report on the work of the SCA Luncheon Committee to the Executive Board upon request of the Executive President;
- submit proposed SCA Luncheon Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the SCA Luncheon Committee to the Executive President by June 1 of each year.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Committee Membership

The SCA Luncheon Committee should include parents from both elementary schools as well as from the Middle School and High School, selected, if possible, from the responses to the volunteer solicitation and appointed by the School President of each school, or by the SCA Luncheon Chairpersons.

The SCA Luncheon Chairpersons shall appoint chairpersons for all needed SCA Luncheon subcommittees. Members of the SCA Luncheon Committee will work on one or more of the subcommittees.

The Ways and Means Treasurer will handle all monetary transactions for the SCA Luncheon.

Manhasset School Community Association, Inc.

Procedures

At the close of the fiscal year, any excess revenue over expenses shall revert to the SCA General Fund, less the seed money necessary for start-up expenses the following year.

The SCA does not condone the offering for sale of merchandise bearing counterfeit trademarks. Vendors retained to sell merchandise at any SCA-sponsored function shall be required to sign a statement representing that they are authorized to sell the merchandise offered for sale and will not sell counterfeit merchandise at any SCA-sponsored function. They will also indemnify the SCA and its Officers and Chairpersons of Executive Committees against any loss, claim, damage, liability, or expense incurred by such indemnified parties in connection with the vendor's offering for sale and/or selling of merchandise at an SCA-sponsored function.

POLICY THIRTY-TWO

CHAMPIONS FOR CHARITY[®] COMMITTEE

A WAYS AND MEANS COMMITTEE

(See Bylaws Article XVI, Section 23)

Purpose

Champions for Charity[®] is a holiday shopping benefit sponsored by the Americana in Manhasset held at the end of November or the beginning of December. As the SCA is one of the beneficiaries of this program, it functions as a fundraiser for the SCA.

Chairperson(s)

If appointed, the SCA Executive Vice President shall serve as Chairperson, and may appoint a Co-Chairperson. Otherwise, the Executive President shall appoint one or two Chairpersons.

The *Champions for Charity[®]* Committee Chairpersons shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President; the General Membership Meeting where elections are held, and the Annual Meeting where the budget is adopted;
- report on the work of the *Champions for Charity[®]* Committee to the Executive Board upon request of the Executive President;
- submit proposed *Champions for Charity[®]* Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the *Champions for Charity[®]* Committee to the Executive President by June 1 of each year.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Committee Membership

The *Champions for Charity[®]* committee is composed of one or two Chairpersons and other members as needed.

The Ways and Means Treasurer will handle all monetary transactions for the *Champions for Charity[®]* event.

Meetings

The Chairpersons and members will meet on an as-needed basis beginning in the Summer prior to the *Champions for Charity[®]* event in November or December.

Manhasset School Community Association, Inc.

Responsibilities

The Chairpersons shall work with the Marketing Director at the Americana Shopping Center; promote the program to all Manhasset residents; and organize an in-store reception at one of the shopping center stores.

Procedures

- Contact Americana Marketing Director in early to mid July to confirm the SCA's participation in program.
- Promote the program with flyers and articles in the *Manhasset Press* in mid/late September to encourage individuals to register the SCA as their beneficiary starting in October.
- Send invitations to Executive Board, members of the Executive Committees, and Parent Council members in November for the in-store reception.
- Send out thank you notes signed by the Chairperson(s) upon receipt from the Americana of the list of those who designated SCA as their beneficiary.

Manhasset School Community Association, Inc.

POLICY THIRTY-THREE

WEBSITE COMMITTEE

(See Bylaws Article XVI, Section 24)

Purpose

The **Website Committee** is responsible for providing parents easy access to SCA and Manhasset Public School District information via the Internet.

The purpose of the Website Committee is to share relevant, timely information regarding issues of concern to the school district and the community at large.

It shall also serve as a clearinghouse of information about activities at each school as well as Executive SCA events.

Chairperson

The Executive President shall appoint a Website Committee Chairperson, the Webmaster, to serve a two-year term.

The Website Committee Chairperson (Webmaster) shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President; the General Membership Meeting where elections are held; and the Annual Meeting where the budget is adopted;
- report on the work of the Website Committee to the Executive Board upon request of the Executive President;
- submit proposed Website Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the Website Committee to the Executive President by June 1 of each year.

Chairpersons of Executive Committees are encouraged to attend all Executive Board meetings.

Committee Membership

The Website Committee shall be composed of the Webmaster appointed by the Executive President, one editor representing the Executive SCA appointed by the Webmaster, and four editors representing each School selected, if possible, from the responses to the volunteer solicitation and appointed by the School Presidents.

The Website Committee may also include a Training Specialist, a Website Consultant, and a Manhasset Public School District Advisor.

Manhasset School Community Association, Inc.

Meetings

The Committee shall meet every four weeks.

Responsibilities

The Webmaster is responsible for:

- maintaining the overall Website;
- acting as liaison with the SCA Executive President and Chairpersons of the Executive Committees to collect and post current information;
- compiling information from the Website editors;
- performing weekly updates to the SCA News page of the Website;
- posting all updated files on the appropriate page of the Website;
- sending out listserv information to all subscribers including, but not limited to, emergency school closings when directed by the Executive President;
- writing and distributing *Weekly Highlights*; and
- server and database maintenance.

The Website editors are responsible for:

- acting as liaison with the SCA Parent Council and the Publicity Liaison in their particular school to collect and post current information;
- reviewing information relevant to their particular school and the Executive SCA to determine additions and deletions that should be posted to the Website;
- publishing updates to the appropriate school page of the Website;
- notifying the Webmaster of specific “Highlights”; and
- including activities and events, for inclusion on the Index Page.

Procedures

Members can log on to the SCA Website (www.manhassetzca.org) for:

- up-to-date information regarding individual school meetings and functions;
- school closings;
- weekly updates;
- community events;
- and can sign up for automatic updates by subscribing to the SCA list serve.

Guidelines

The Executive President shall authorize all SCA email blasts and announcements prior to posting on the Website.

The Website shall not accept commercial advertising.

**2005-2007
REVISIONS COMMITTEE**

Chairperson, Historian.....Wendy Bennett

Executive President Emeritus.....Mary Madden

Executive President.....Mimi Donohue

High School President Emeritus.....Juliet Giambrone

High School Parent Council.....Lisa Belinsky

Middle School President Emeritus 2006.....Wendy Bennett

Middle School President Emeritus 2007.....Lucille Gaffney

Middle School Parent Council.....Joan Viscardi

Munsey Park School President Emeritus.....Mimi Donohue

Munsey Park School Parent CouncilGrace Mahler

Shelter Rock School President Emeritus.....Lisa Goring

Shelter Rock School Parent Council.....Diane Gershkowitz

APPENDIX

**NY State Certificate of Incorporation
NY State Charities Bureau Registration
IRS Tax Exemption**

SCA Presidents

Executive

High School (Senior Division)

Middle School (Junior Division)

Munsey Park School

Shelter Rock School

Plandome Road School

Valley School

IN JULY 2007, THE SCA HISTORIAN FILED TO AMEND THE CERTIFICATE OF INCORPORATION OF THE MANHASSET SCHOOL COMMUNITY ASSOCIATION, INC. UNDER ARTICLE 8, SECTION 803 OF THE NOT-FOR-PROFIT CORPORATION LAW OF THE STATE OF NEW YORK TO REFLECT CHANGES IN THE SCA'S CORPORATE PURPOSE THAT WERE ADOPTED UNANIMOUSLY AT THE SCA ANNUAL MEETING HELD AT MANHASSET HIGH SCHOOL ON JUNE 7, 2007.

THE AMENDED CERTIFICATE SHALL BE RECORDED HERE UPON ITS RECEIPT FROM THE SECRETARY OF STATE OF THE STATE OF NEW YORK.

CERTIFICATE OF INCORPORATION

OF

THE MANHASSET SCHOOL COMMUNITY ASSOCIATION, INC.

Under Section 402 of the Not-for-Profit
Corporation Law

The undersigned hereby certify:

1. The name of the corporation is:

THE MANHASSET SCHOOL COMMUNITY ASSOCIATION, INC.

2. The corporation is a corporation as defined in subparagraph (a) (5) of Section 102 of the Not-for-Profit Corporation Law in that it is not formed for pecuniary profit or financial gain, and no part of the assets, income or profit of the corporation is distributable to, or enures to the benefit of its members, directors or officers or any private person except to the extent permissible under the Not-for-Profit Corporation Law.

3. The purposes for which the corporation is formed are:

(a) To promote closer cooperation between teachers and parents, school and community, and to further at all times the best interests of education;

(b) To study the aims, objectives and methods of educational procedure to the end that there will be more complete understanding by all who are concerned with the development of our young people.

(c) To develop between the faculty and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social and ethical education.

(d) To do any other act or thing incidental to or connected with the foregoing purposes or in advancement thereof, but not for the pecuniary profit or financial gain of its members, directors or officers, except as permitted under Article 5 of the Not-for-Profit Corporation Law.

AA58945

4. The corporation is a Type A corporation under Section 201 of the Not-for-Profit Corporation Law.

5. The office of the corporation shall be located in Manhasset, Town of North Hempstead, County of Nassau, State of New York.

6. The territory in which the corporation's activities are principally to be conducted is Manhasset, Town of North Hempstead, County of Nassau, State of New York.

7. The post office address to which the Secretary of State shall mail a copy of any notice required by law is The Manhasset School Community Association, Inc., P.O. Box 33, Manhasset, New York 11030.

8. No approvals or consents are required by the Not-for-Profit Corporation Law or by any other statute of the State of New York to be endorsed on this Certificate of Incorporation prior to its delivery to the Department of State for filing.

IN WITNESS WHEREOF, the undersigned incorporators, each being at least nineteen years of age, have made, subscribed and acknowledged this certificate this 9th day of January, 1978.

Diane S. Harragan

Diane S. Harragan
14 Shore Drive
Manhasset, N.Y.

Joan Eigo

Joan Eigo
71 Valley Rd.
Manhasset, N.Y.

Louise Reebel

Louise Reebel
67 Manhasset Woods Rd.
Manhasset, N.Y.

Carolyn Donohue

Carolyn Donohue
178 Rockwood Rd.
Manhasset, N.Y.

Ellen Marcus

Ellen Marcus
18 Foxcroft Rd.
Manhasset, N.Y.

Diane Bent

Diane Bent
300 Manhasset Ave.
Manhasset, N.Y.

Mary Lee Adams

Mary Lee Adams
206 North Woods Rd.
Manhasset, N.Y.

Barbara Callan

Barbara Callan
474 Abbey Rd. North
Manhasset, N.Y.

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CERTIFICATE OF INCORPORATION
OF
THE MANHASSET SCHOOL COMMUNITY
ASSOCIATION, INC.

Under Section 402 of the Not-
For-Profit Corporation Law

211658

STATE OF NEW YORK
DEPARTMENT OF STATE
TAX \$ None
FILING FEE \$ 50
FILED JAN 19 1978

Handwritten
Secretary of State
P. Nassau
Type A

SWIGER, KELLEY, HARRAGAN & SCHOTT
60 EAST 42ND STREET
NEW YORK, N.Y. 10017

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NYS Department of State

Division of Corporations

Entity Information

Selected Entity Name: THE MANHASSET SCHOOL COMMUNITY ASSOCIATION, INC.

Selected Entity Status Information

Current Entity Name: THE MANHASSET SCHOOL COMMUNITY ASSOCIATION, INC.

Initial DOS Filing Date: JANUARY 19, 1978

County: NASSAU

Jurisdiction: NEW YORK

Entity Type: DOMESTIC NOT-FOR-PROFIT CORPORATION

Current Entity Status: ACTIVE

Selected Entity Address Information

DOS Process (Address to which DOS will mail process if accepted on behalf of the entity)

THE MANHASSET SCHOOL COMMUNITY ASSOCIATION, INC.

P.O. BOX 33

MANHASSET, NEW YORK, 11030

Registered Agent

N/A: THE CORP.

P.O. BOX 33

MANHASSET, NEW YORK, 11030

NOTE: New York State does not issue organizational identification numbers.

[Search Results](#)

[New Search](#)



Registration Section
Charities Bureau
120 Broadway, 3rd Floor
New York, NY 10271

REGISTRATION CONFIRMATION

Registration Status: UP TO DATE
Today's Date: 02/02/2006

The following organization registered with the New York State Attorney General's Charities Bureau pursuant to the statute(s) noted below and is current in its filings.

Organization Name: THE MANHASSET SCHOOL COMMUNITY ASSOCIATION INC
Address: PO BOX 33
MANHASSET, NY 11030-0033
County: NASSAU
Federal ID No. (EIN): 11-2615673
NY State Reg. No.: 01-25-37
Registration Type: DUAL
Last Annual Report Filed, Fiscal Year Ending: 8/31/2004

Please be advised: While this office may confirm the registration status of an entity, such confirmation does not constitute approval of and/or endorsement by the Attorney General of any organization or the accuracy and/or completeness of the information contained in any report filed with the Charities Bureau.

If any information listed above is incorrect or needs to be updated, please send an email to CharStat@oag.state.ny.us, listing the NY State Reg. No. in the subject line and indicating any requested updates in the message body.

For more information about registration status and registration types, visit the Charities Bureau website, from which this confirmation was printed, at <http://www.oag.state.ny.us/charities/charities.html>.

Internal Revenue Service

Department of the Treasury

District
Director

10 MetroTech Center
625 Fulton Street
Brooklyn, NY 11201

Date: SEP 01 1992

The Manhasset School
Community Association, Inc.
P.O. Box 33
Manhasset, NY 11030-0033

Person to Contact:
Patricia Holub
Contact Telephone Number:
(718) 488-2333
EIN: 11-2615673

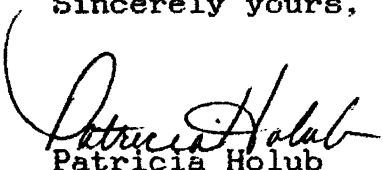
Dear Sir or Madam:

Reference is made to your request for verification of the tax exempt status of The Manhasset School Community Association, Inc.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code remains in effect until the tax exempt status has been terminated, revoked or modified.

Our records indicate that exemption was granted as shown below.

Sincerely yours,


Patricia Holub
Manager, Customer
Service Unit

Name of Organization: The Manhasset School
Community Association, Inc.

Date of Exemption Letter: October 1982

Exemption granted pursuant to section 501(c)(3) of the Internal Revenue Code.

Foundation Classification (if applicable): Not a private foundation as you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Internal Revenue Service

Department of the Treasury

**District
Director**

P.O. Box 1680, GPO Brooklyn, N.Y. 11202

Date: MAR 21 1986

• The Manhasset School Community
Association, Inc.
P.O. Box 33
Manhasset, NY 11030

Employer Identification Number:
11-2615673
Our Letter Dated:
October, 1982
Person to Contact:
D. Delgado
Contact Telephone Number:
(718) 780-6138

Dear Gentlemen:

• This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

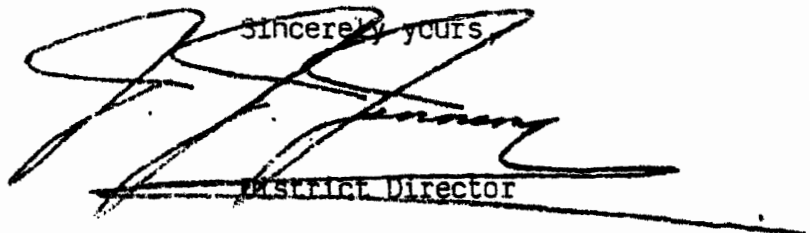
Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section 509(a)(1) & 170(b)(1)(A)(vi). Your exempt status under section 501(c)(3) of the Code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 170(b)(1)(A)(vi) status, or acquired knowledge that the Internal Revenue Service has given notice that you would be removed from classification as a section 170(b)(1)(A)(vi) organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

cc:

Manhasset School Community Association, Inc.

MANHASSET SCHOOL COMMUNITY ASSOCIATION, INC.

In December of 1918, fourteen mothers formed the Mothers' Club "to unite all mothers and teachers interested in the welfare of children so that they might labor together in a unity of spirit."

A Constitution was written and dues were set at a dollar a year.

In 1933, the name was changed to the School Community Association (SCA) and families became the unit of membership rather than just the mother. Faculty and community members were invited to join.

The underlying philosophy of the SCA's founders was to side step the PTA concept of a separate organization in each school, which might lead to competition among the schools and therefore among friends. Rather, the founders opted for a single parent teacher organization (PTO) which would work for the global good of *all* Manhasset's children by equally embracing every school within the Manhasset Public School District.

At about the same time, the school district itself opted to become the Manhasset Union Free School District, which meant our four schools comprised a "Stand Alone School District" and were not incorporated or affiliated with schools in any other town. (There is no labor connotation to the Union Free title.)

Ninety years later, those visions prevail. We have held true to our founding principles and our purpose is virtually unchanged.

Still working in unity with each other and with the Administration and the School Board, as the original founders designed, the SCA is able to reach more families, provide more services and commit greater financial resources to our children and to support major undertakings in the District as needs arise.

We are indebted to the committed volunteers whose names follow. Their unselfish dedication, leadership, energy, generosity, and proper stewardship of the principles authored by the founders provided the bedrock of the SCA for the past eighty-nine years.

As revised on June 7, 2007

Manhasset School Community Association, Inc.

EXECUTIVE PRESIDENTS

| | |
|--------------------|----------------------------------|
| 2007 | Sandy Demitroff |
| 2005 – 2007 | Mimi Donohue |
| 2003 – 2005 | Mary Madden |
| 2001 – 2003 | Michelle McGann |
| 1999 – 2001 | Deborah Naclerio |
| 1997 – 1999 | Joanne Kinsey |
| 1995 – 1997 | Eleanor Imperato |
| 1993 – 1995 | Lillian Regan |
| 1991 – 1993 | Louise Cortegiano |
| 1989 – 1991 | Jan Davenport |
| 1987 – 1989 | Veronica Brooks |
| 1985 – 1987 | Julia Collard |
| 1983 – 1985 | Sally Brummer |
| 1981 – 1983 | Mary Lee Adams |
| 1979 – 1981 | Sally Dunn |
| 1977 – 1979 | Diane Harragan |
| 1975 – 1977 | Barbara Woodring |
| 1973 – 1975 | Helen Conte |
| 1971 – 1973 | Clare Heinzen |
| 1971 | Vi Perrin |
| 1969 – 1971 | Mary Ryttheir |
| 1967 – 1969 | Barrie Woods |
| 1965 – 1967 | Alba Sabrin |
| 1963 – 1965 | Margaret Mastrade |
| 1961 – 1963 | Jean Brown |
| 1960 – 1961 | Mrs. William G. Story |
| 1959 – 1960 | Mrs. Lester R. Moore, Jr. |
| 1957 – 1959 | Martha Browning |
| 1955 – 1957 | Mrs. Daniel S. Brock |
| 1953 – 1955 | Mary Brown |
| 1951 – 1953 | Rebecca Rolland |
| 1949 – 1951 | Mrs. John King |
| 1947 – 1949 | Helen Angus |
| 1945 – 1947 | Evelyn Benish |
| 1943 – 1945 | Mrs. John I. Mange |
| 1941 – 1943 | Mrs. John Sengstaben |
| 1939 – 1941 | Dorothea Gray Baily |
| 1937 – 1939 | Mrs. Grenville Anderson |
| 1935 – 1937 | Mrs. Clarence W. Fuller |
| 1933 – 1935 | Mrs. Wilber Forrest |
| 1932 – 1933 | Mrs. Moritz |
| 1929 – 1932 | Mrs. J. L. Green |
| 1928 – 1929 | Mrs. Robert Stevenson |

As revised on June 7, 2007

Manhasset School Community Association, Inc.

| | |
|-------------|----------------------|
| 1926 – 1928 | Mrs. Smart |
| 1924 – 1926 | Mrs. Atwater |
| 1923 – 1924 | Mrs. Malcolm Newbold |
| 1922 – 1923 | Mrs. Strong |
| 1921 – 1922 | Mrs. L'Hommedieu |
| 1920 – 1921 | Mrs. A. H. Smith |
| 1918 – 1920 | Mrs. Lovejoy |

**SCA PRESIDENTS
HIGH SCHOOL/SENIOR HIGH/ SENIOR DIVISION**

| | |
|-------------|------------------------|
| 2007 | Jeannette Reilly |
| 2005 – 2007 | Lynne Aloia |
| 2003 – 2005 | Juliet Giambrone |
| 2001 – 2003 | Semiramis Geiger |
| 1999 – 2001 | Mary Madden |
| 1997 – 1999 | Anki Vinberg |
| 1995 – 1997 | Martha Kelly |
| 1993 – 1995 | Maria Skirnick |
| 1991 – 1993 | Karen Belletti |
| 1989 – 1991 | Barbara Pelletieri |
| 1987 – 1989 | Louise Cortegiano |
| 1985 – 1987 | Dede Keating |
| 1983 – 1985 | Ann Flinter |
| 1981 – 1983 | |
| 1979 – 1981 | |
| 1977 – 1979 | Louise Reebel |
| 1975 – 1977 | Janet Rider |
| 1959 – 1960 | Mrs. William M. Batten |
| 1949 – 1950 | Mrs. Theodore Davidoff |

**SCA PRESIDENTS
MIDDLE SCHOOL/JUNIOR HIGH/JUNIOR DIVISION**

| | |
|-------------|-----------------|
| 2007 | Kathy McIntee |
| 2006 – 2007 | Sandy Demitroff |
| 2004 – 2006 | Lucille Gaffney |
| 2002 – 2004 | Wendy Bennett |
| 2000 – 2002 | Lois Morelli |

As revised on June 7, 2007

Manhasset School Community Association, Inc.

| | |
|--------------------|-----------------------------|
| 1998 – 2000 | Joan Maimone |
| 1996 – 1998 | Judith Lovecchio |
| 1994 – 1996 | Deborah Naclerio |
| 1992 – 1994 | Eleanor Imperato |
| 1990 – 1992 | Marilyn Sheerin |
| 1988 – 1990 | Nancy Ulrich |
| 1986 – 1988 | Kathy Farley |
| 1984 – 1986 | Jan Davenport |
| 1982 – 1984 | Carol Larsen |
| 1980 – 1982 | Catherine Mailloux |
| 1978 – 1980 | Burr Henihan |
| 1976 – 1978 | Ellen Marcus |
| 1974 – 1976 | Diane Harragan |
| 1972 – 1974 | Barbara Woodring |
| 1970 – 1972 | Helen Conte |
| | |
| 1959 – 1960 | Mrs. L. Edward Caler |

**SCA PRESIDENTS
MUNSEY PARK SCHOOL**

| | |
|--------------------|------------------------------|
| 2005 – 2008 | Ellen Duran |
| 2004 – 2005 | Mimi Donohue |
| 2002 – 2004 | Elaine Phillips |
| 2000 – 2002 | Gail Cunningham |
| 1998 – 2000 | Stephanie Peterson |
| 1995 – 1998 | Marie Horowitz |
| 1992 – 1995 | Mary Madden |
| 1990 – 1992 | Nancy Semels |
| 1988 – 1990 | Lillian Regan |
| 1986 – 1988 | Susan Bucholtz |
| 1984 – 1986 | Marcia Flood |
| | |
| 1976 – 1978 | Mary Lee Adams |
| 1975 – 1976 | Claire Jensen |
| 1972 – 1974 | Mrs. Peter Kulla |
| | |
| 1959 – 1960 | Mrs. Robert Brockway |
| | |
| 1949 – 1950 | Mrs. Elmo Christensen |

As revised on June 7, 2007

Manhasset School Community Association, Inc.

**SCA PRESIDENTS
SHELTER ROCK SCHOOL**

| | |
|--------------------|---------------------------|
| 2007 | Jennifer Villano |
| 2005 – 2007 | Johnna Lombard |
| 2003 – 2005 | Lisa Goring |
| 2001 – 2003 | Mary Fran Jeffrey |
| 1999 – 2001 | Candy Cucharo |
| 1997 – 1999 | Lois Herzog |
| 1995 – 1997 | Joan Hotarek |
| 1993 – 1995 | Jean Cohen |
| 1991 – 1993 | Gael Casner |
| 1989 – 1991 | Chris LeVeen |
| 1987 – 1989 | Patty Doran |
| 1985 – 1987 | Veronica Brooks |
| 1983 – 1985 | Margaret Zeuschner |
| 1981 – 1983 | Julia Collard |
| 1979 – 1981 | Muffy Peters |
| 1977 – 1979 | Joan Eigo |
| 1975 – 1977 | Sally Dunn |
| 1973 – 1975 | Virginia Hoynes |
| 1971 – 1973 | Elizabeth Platt |
| 1969 – 1971 | Joan Cohage |

**SCA PRESIDENTS
PLANDOME ROAD SCHOOL**

| | |
|--------------------|---------------------------|
| 1959 – 1960 | Mrs. William Story |
| 1949 – 1950 | Mrs. Hugh McDowell |

**SCA PRESIDENTS
VALLEY SCHOOL**

| | |
|--------------------|----------------------------|
| 1959 – 1960 | Mrs. Vernon Gilmore |
| 1949 – 1950 | Mrs. Roger Burton |