

PAFPC
POLICIES AND PROCEDURES

2010 - 2011

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INTRODUCTION

This document is designed to (1) provide a concise and comprehensive orientation to members of the leadership team of the association, (2) provide consistent guidelines for efficient operation of association business, and (3) provide information to new and prospective members in order to acquaint them with the nature and function of the association.

This manual is developed to clarify and complement the provisions of the Constitution and By-Laws of the Association, and does in no way supercede those documents.

DESCRIPTION AND PURPOSE

The Pennsylvania Association of Federal Program Coordinators (PAFPC) was formed in 1967 in order to cope with the expanding role of the federal government in elementary and secondary education. A vehicle was needed to assist local administrators in communicating among themselves and with the Pennsylvania Department of Education (PDE) in regard to available educational program opportunities, and the rules and regulations regarding eligibility for and administration of those program opportunities.

The five-fold purpose of the association is described in the Constitution:

1. To promote an exchange of knowledge, experiences, and ideas concerning federal programs in order to enable the members to serve educational entities with greater effectiveness and efficiency.
2. To disseminate information concerning resources available from the federal government so that maximum use can be made of these resources.
3. To supplement and assist the flow of information and constructive comment from the offices of the Pennsylvania Department of Education that are responsible for the administration of federally supported educational programs.
4. To provide advice and counsel regarding federal programs to any member and/or organization seeking to serve the educational needs of the community, the state, or the nation.
5. To provide training institutes or workshops in the area of federal programs.

MEMBERSHIP

There are (3) three types of PAFPC memberships available:

1) INDIVIDUAL MEMBERSHIP

- a) The cost of individual memberships is fifty dollars (\$50).
- b) Individual memberships are not transferable.

2) NON-GOVERNMENTAL UNIT MEMBERSHIP (private entity)

- a) Non Governmental unit memberships are for individuals who are representing private or other types (non-governmental) entities. Examples are:
 - i) Non public administrative units and schools
 - ii) Locally operated neglected and delinquent institutions
 - iii) Educational vendors and representatives
- b) The cost of private NGU memberships are
 - i) Basic NGU Membership:**
 - (1) NGU Members: One (1)
 - (2) The cost is fifty dollars (\$50).
 - ii) Extended NGU Membership**
 - (1) NGU Members: Up to three (3) NGU members
 - (2) Cost: Up to three individuals for one hundred dollars (\$100)
 - (3) Additional members (beyond the first 3) may be added at a cost of twenty- five dollars (\$25) per individual.
- c) Private entity memberships are transferable from one individual to another in the private entity. The number of transfers that can be made within the entity in the lifetime of the membership (one year) is one per membership, except with written approval by the PAFPC regional representative from that geographical area.

3) GOVERNMENTAL UNIT MEMBERSHIP: Local Educational Agencies (LEA)

- a) Governmental unit memberships are for LEA individuals representing LEAs. Examples of Governmental Units are:
 - i) School Districts,
 - ii) Charter Schools,
 - iii) Intermediate Units, and
 - iv) Departments of Government

- b) The cost of LEA memberships (School Districts, Charter Schools, Intermediate Units, and Departments of Government) are
 - i) **Basic LEA Membership:**
 - (1) LEA Representatives: One (1)
 - (2) The cost is fifty dollars (\$50).
 - ii) **Extended LEA Membership**
 - (1) LEA Representatives: Up to three (3) LEA Representatives
 - (2) Cost: Up to three individuals for one hundred dollars (\$100)
 - (3) Additional representatives (beyond the first 3) may be added at a cost of twenty-five dollars (\$25) per individual.

- c) LEA membership representatives are transferable from one representative to another in the LEA. The number of representative transfers that can be made within the entity in the lifetime of the membership (one year) is one per representative, except with written approval by the PAFPC regional representative from that geographical area.

4) MEMBERSHIP TERMS:

- a) Memberships are available only through the on-line application, at the PAFPC website.
- b) Membership is for twelve (12) months from the receipt of dues payment
 - i) A grace period of 90 days is provided for a member to renew membership.
- c) Non-Governmental Units and Governmental Unit members may change their Representation at any time.
 - i) Notification of change is by the NGU/GU, through the PAFPC website.
 - (1) Changes are effective upon receipt of change from PAFPC
 - ii) It is the responsibility of the NGU/GU to inform individuals of the change in membership status.

GENERAL MEMBERSHIP MEETINGS

Provision is made in the Constitution for meetings of the PAFPC general membership. These meetings fall into two categories: the annual general membership meeting and special general membership meetings.

Annual General Membership Meeting

The time and location of the annual meeting shall be set by the Executive Committee. The membership shall be notified at least thirty (30) days in advance of the meeting. At this meeting, the following items are usually on the agenda:

1. Review of the activities of the past year.
2. Reports of standing committees.
3. Election of Officers in even numbered years and election of Regional Representatives/Alternates in odd numbered years.
4. Adoption of the budget for the coming year.
5. All other business pertaining to the general membership.

Special General Membership Meetings

Special meetings may be called by:

1. The President
2. A two-thirds vote of the membership of the Executive Committee
3. A petition of at least 20% of the active membership of the Association.

An agenda for all special meetings will be distributed to the membership thirty (30) days prior to the meeting, along with an announcement of the date, time and location of the meeting. The business of the meeting shall be only those items indicated on the agenda.

REGIONAL MEETINGS

Regional meetings are called by the Regional Representatives as needed in order to:

1. Conduct Association business in the region.
2. Inform members of new procedures or policies being promulgated by the Association or PDE that will affect the membership in the performance of their responsibilities.
3. Inform members of legislative intent in sufficient time for them to influence their legislators with cards, letters, emails, and phone calls.

The Regional Representative will be assisted by the Alternate in the aforementioned responsibilities. The Representative selects the date, place and time and informs the members of the region and/or all Superintendents of school districts in the region and Executive Directors of Intermediate Units in the region.

Each of the eight regions is allocated a sum of money annually to assist with activities at the regional level. This money is held in the treasury until requested by the Representative and may be used as an advance for expenses of regional activities.

The President, President-Elect or the Vice-President of the Association may request regional meetings and shall contact each Regional Representative concerning the purpose of the meeting. The arrangements for the meeting are made by the Regional Representative in the manner described above.

JOB DESCRIPTIONS

The President-Elect, Vice-President, Secretary and Treasurer are elected by the general membership biennially at the annual business meeting of the Association.

The functions and responsibilities of these officers include, but are not limited to, the following:

President

1. Chairs all meetings of the Association, Executive Committee and Officers.
2. Coordinates the functions of all members of the Executive Committee.
3. Directs the policy of the Association during the term of office.
4. Appoints all standing committees, special committees and other special organization representatives.
5. Serves as an ex-officio member of all committees.
6. Represents the Association at state, national, and any other meetings where representation is required.
7. Assigns officers or members to assume special duties as needed.
8. Co-signs all financial transactions, including checks.

President- Elect

1. Assists the President in the discharge of duties and serves in the absence of the President.
2. Has basic responsibility for monitoring regional activities, working closely with Regional Representatives and Alternates to assure that appropriate approvals, goals and objectives, and finances have been adequately addressed.
3. Has major responsibility for membership involvement in Association activities; prepares, distributes, collects, and analyzes membership surveys.
4. Works in conjunction with the conference evaluation and reports results to the membership.

Vice-President

1. Coordinates task forces.
2. Oversees the legislative network system.
3. Serves as liaison between PAFPC and Region III-USOE.
4. Serves with the Association President and the Executive Director, as liaison between PAFPC and the National Association of Federal Programs Coordinators.
5. Serves, with the Association President and the Past President, as a liaison between PAFPC and other designated organizations.

Secretary

1. Records, maintains, and distributes official records of all official proceedings.
2. Transmits official records to the Executive Director for permanent storage.
3. Oversees all communications and publications of the Association.

Treasurer

1. Prepares annual budget and coordinates all financial transactions with the President.
2. Serves as bonded custodian of all funds belonging to the Association, deposits same in the Association account in a bank approved by the Executive Committee, pays out funds as authorized by the Executive Committee, and makes an annual report and such other reports as requested by the President or the Executive Committee.
3. Follows the accounting system developed for the recording and reporting of Association expenditures.
4. Advises all authorized PAFPC personnel as to the appropriation of expenditures and proper invoicing procedures.
5. Prepares monthly reports for the Executive Committee to assure that all fiscal records balance; produces accurate statements revealing receipts, expenditures, and the balance for each account line.
6. Explores ways and means of producing additional revenue for the Association.
7. Seeks advice and guidance from the insurance brokers regarding purchase of insurance for the Association as the need arises in order to protect the Association or individual members from a damaging lawsuit, or to furnish insurance for members for other reasons.

Executive Director

1. Develops and implements internal/organizational policy, positions on public and political issues, and programs based upon organizational need.
2. Communicates with member districts; the PAFPC Executive Committee; PDE, State Board of Education, USDE, NAFEPA, AEFPA, KSRA, etc. as the PAFPC liaison; and the public education community.
3. Represents PAFPC in public education related meetings and groups.
4. Establishes and maintains a system for recruiting and bringing in new members to PAFPC, retaining current members, and maintaining the general health of the organization.
5. Plans, develops, and oversees the PAFPC Annual Conference and related conferences.
6. Plans, develops, and conducts meetings and retreats of the Executive Committee.
7. Develops and proposes an annual budget, in cooperation with the officers of the organization.

Past President/Senior Past President

The immediate Past President and Senior Past President are members of the Executive Committee. Functions and responsibilities include, but are not limited to the following:

1. Observes Association practice in relation to the Constitution and By-Laws of the Association:
 - a. Advises officers of discrepancies between current practices and the Constitution and By-Laws.
 - b. Advises officers of areas where current or proposed practice is not, but should be.
 - c. Drafts Constitutional or By-Law changes for consideration by Executive Committee and general membership at the annual meeting.
2. Codifies the minutes and practices of the Association into clearly stated policies and procedures, which are correlated with existing policies and procedures:
 - a. Examines minutes and practices to assure consistency with policy and procedure decisions.
 - b. Drafts necessary changes in statements related to policies and procedures, to be approved by the Executive Committee.
 - c. Submits approved policy and procedure statements to Executive Director for reproduction and distribution to Executive Committee.
3. Acts as arbiter for potential parliamentary disputes, constitutional and procedural conduct of Association business according to Roberts Rules of Order.
4. Serves as Chief Elections Officer
5. Serves as resource to the Treasurer relative to the budget and financial matters.
6. Serves as resource to the Executive Committee.
7. Serves as Elections Officer for all elections.

Regional Representatives and Alternates

The Regional Representative and Alternate Representative from each of the eight regions of the state are elected biennially by the regional membership at the annual meeting of the Association.

The functions and responsibilities of the Regional Representative and Alternate include, but are not limited to, the following:

1. Serve as a member of the Executive Committee.
2. Attend meetings of the Executive Committee and participate in all required activities.
3. Communicate with federal and state program coordinators in the region.
4. Represent the region by keeping aware of special problems and seeking help through appropriate channels.
5. Organize and implement regional training workshops for parents and other project personnel within the region in cooperation with PDE and the Association.
6. Involve members within the region in planning and conducting regional meeting and activities; provide an agenda, list of participants, financial data, and evaluation to the President.
7. Recruit members for the Association within the region.
8. Participate in the planning and operation of the annual conference.
9. Keep the editor of the PAFPC Outlook posted as to upcoming regional events, report on those events, and provide news of special interest to the region.
10. Participate in the legislative network of the Association.
11. Conduct regional elections.
12. Cast the official vote for the region at Executive Committee meetings.
13. Perform other emergency duties as they arise, as directed by the President of the Association.

ELECTIONS

Executive Committee Officers

The election of Officers is conducted biennially in even numbered years at the annual meeting of the Association. The following election procedures are observed:

1. The Internal Affairs Committee prepares a slate of officers. **See the Constitution, Article V, Section 4 for eligibility to hold office.**
2. The Internal Affairs Committee confirms the willingness of each nominee to serve and has a second to accompany each nomination.
3. The slate of Officers is presented to the Executive Committee.
4. A notice of the slate of Officers is sent to the membership at least thirty (30) days prior to the annual conference.
5. Elections are conducted in accordance with Roberts Rules of Order. Nominations from the floor may be accepted with the provisions that the nominee is present and accepts the nomination.
6. The position of President is not an elected office. The President-Elect automatically becomes President at the end of his/her elected term as President-Elect.

Regional Representatives and Alternates

The election of Regional Representatives and Alternates is conducted biennially in odd numbered years at the annual meeting of the Association. The current Regional Representative supervises the election for regional representative and alternate and has the responsibility to see that the procedures, as outlined below, are followed in each region. The regional elections will be monitored by the Elections Officer.

1. The Regional Representative and Alternate poll the membership of the region to prepare a slate of Regional Representatives and Alternates, using the regional membership list. **See the Constitution, Article V, Section 4 for eligibility to hold office.**
2. The Regional Representative and Alternate confirm the willingness of each nominee to serve..
3. A slate of nominees is sent to the membership at least thirty (30) days prior to the annual conference.
4. The Elections Officer chairs the election portion of the regional meeting. Elections are conducted in accordance with Roberts Rules of Order.
5. Nominations from the floor may be accepted with the provisions that the nominee is present and accepts the nomination. **See note.**
6. The election of the Regional Representative and Alternate is conducted by secret ballot in the following sequence:
 - a: Presentation of slate for the office of Regional Representative, nominations from the floor, and election of Regional Representative;
 - b: Presentation of slate for the office of Alternate, nominations from the floor, and election of Alternate.
7. Elections Officer reports election results to the Executive Committee following the annual meeting.

NOTE: The nominee must belong to the appropriate region and may not currently hold an elected office in the Association.

ORGANIZATION

The State of Pennsylvania is organized into eight (8) regions, as follows:

Region I - Southeastern

IU22 Bucks County
IU23 Montgomery County
IU24 Chester County
IU25 Delaware County

Region V - Southwestern

IU 1 Intermediate Unit I
IU 3 Allegheny
IU 7 Westmoreland
IU27 Beaver Valley
IU28 Arin

Region II - Northeastern

IU14 Berks County
IU17 BlaST
IU18 Luzerne
IU19 Northeastern Educational
IU20 Colonial Northampton
IU21 Carbon-Lehigh
IU29 Schuylkill

Region VI - Northwestern

IU 4 Midwestern
IU 5 Northwest Tri-County
IU 6 Clarion Manor
IU 9 Seneca Highlands

Region III - South Central

IU12 Lincoln
IU13 Lancaster-Lebanon
IU15 Capitol Area

Philadelphia

IU26 Philadelphia

Region IV - Central

IU 8 Appalachia
IU10 Central
IU11 Tuscarora
IU16 Central Susquehanna

Pittsburgh

IU 2 Pittsburgh-Mt. Oliver

EXECUTIVE COMMITTEE MEETINGS

The Executive Committee, the governing body of the Association, is made up of the following members: President, President-Elect, Vice-President, Past President, Senior Past President, Secretary, Treasurer, and one elected Representative and one Alternate from each region.

According to the Constitution and By-Laws, the Executive Committee shall meet at the call of the President or the Secretary, or by written petition of at least a majority of the members of the Committee. The By-Laws provide that the Executive Committee shall hold an annual meeting and such other meetings as are deemed necessary for conducting the business of the Association.

Approximately six Executive Committee meetings are held during the year. This is dependent upon the budget and is determined by the President.

Executive Committee meetings are attended by the members of the Committee and the following non-voting members: Executive Director, Newsletter Editor, Conference Chair, Webmaster, Conference Support, and any liaisons.

An annual schedule of Executive Committee meetings is prepared by the President and mailed to all Committee members prior to the July meeting.

ALLOWABLE EXPENSES

Certain expenditures, such as travel, lodging, and meals for the elected and appointed Officers and the Regional Representatives, are incurred as a result of Executive Committee meetings. The annual budget for the Association shall reflect the funds allocated for these expenses, which shall be paid from the PAFPC treasury.

The Constitution also provides for standing and ad hoc committees and special task forces to meet periodically. These expenses shall be similar in nature to those of the Executive Committee and shall also be included in the annual budget and paid from the PAFPC treasury.

ANNUAL CONFERENCE

The Constitution provides for a conference standing committee whose responsibility is to make all arrangements for an annual conference, subject to the approval of the Executive Committee. The activities of the committee are coordinated by the Executive Director who has primary responsibility for all conference arrangements and works in close cooperation with representatives from PDE. Conference activities include:

- | | |
|-----------------------------|--------------------------------------|
| 1. Keynote Speakers | 5. Training Workshops |
| 2. General Sessions | 6. Task Force Meetings |
| 3. Banquet | 7. Exhibits of Educational Materials |
| 4. Program Sharing Sessions | 8. Annual General Membership Meeting |

The conference is held in the spring of the year; the site is recommended by a site selection committee and is determined at least two years in advance. Final approval of site selection rests with the Executive Committee.

LEGISLATIVE NETWORK

The purpose of the legislative network is to provide a quick and efficient system of communications with legislators throughout the Commonwealth in order that PAFPC may enlist support relative to legislation and other matters pertaining to federal funding and education. The legislative network serves as a comprehensive communication system between PAFPC and legislators throughout the state.

The legislative network is coordinated by the Executive Director who, after consultation with the President, President-Elect and Vice-President of PAFPC regarding an issue requiring communication, will trigger the network via telephone calls and/or emails to Regional Representatives. Each Regional Representative will, in turn, contact other PAFPC network members in that region who will contact legislators in their respective congressional districts.

NEWSLETTER

It is the policy of the organization to publish three editions of the PAFPC Outlook annually: fall, winter and spring. The purpose of the newsletter is two-fold:

1. To provide programmatic and legislative information to the membership.
2. To function as a public relations vehicle for the Association.

According to the By-Laws of the Association, the Newsletter Editor is appointed by the Executive Committee and serves as a member of that body.

The format of the newsletter may include the following items in each edition:

1. President's Message
2. Conference Information and Photos
3. Legislative Network
4. Task Force Information
5. Regional Program Articles
6. Profiles of Executive Council Members, Regional Representatives and Alternates
7. Information from PDE, Region III-USOE, and PDE Comptroller's Office
Personnel

It is the responsibility of the Newsletter Editor to complete the newsletter from start to finish which includes: assigning articles to Executive Committee members and Regional Representatives, providing a schedule for submission of materials, organizing and labeling the newsletter for bulk mailing, and finally mailing the newsletter to PAFPC members, Superintendents, Executive Directors, PDE representatives, Region III-USOE, and both state and federal legislators.