



BYLAWS

POLICIES

DOCUMENTS & RECORDS

**MANHASSET
SCHOOL
COMMUNITY
ASSOCIATION**

June 7, 2024

Manhasset School Community Association, Inc.

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BYLAWS

**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 website of the SCA is www.manhassetzca.org.
- 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 adult 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 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 or Co-Executive President (the 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.

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- Section 2. Such officers shall comprise the Executive Board.
- Section 3. An elected officer shall serve for a term of two years.
- Section 4. No officer shall serve more than one consecutive 2-year term in any Executive Board Position. In the event of extenuating circumstances, a second consecutive term may be proposed by the Nominating Committee in accordance with Nominating Committee Procedures (Policy Twenty-One) provided that all efforts have been exhausted to fulfil the position(s) in question.
- 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. The Executive President shall appoint a General Counsel as a SCA Officer.

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, served on more than one SCA committee, and preferably served as a School President.
 - A candidate for Executive President shall have had broad experience in the SCA, ideally one year as Chairperson of an Executive Committee or 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, Audit Committee, General Membership and Annual Budget meetings.

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Section 3. Qualifications for **School Presidents**

- An ideal candidate for School President shall have served as Vice President or Grade Level Chair, chaired a Parent Council Committee, chaired an Executive Committee for at least one year or served at least one year in a leadership position on a Parent Council.
- A candidate for School President shall have a child in that school during the entire term of office.
- A candidate for School President shall be available to attend all Presidents', Executive Board, General Membership, Annual Budget, and their school's Parent Council Meetings.

Section 4. Qualifications for **Executive Treasurer**

- An ideal candidate for Executive Treasurer shall have accounting and financial reporting expertise, including skills with suitable financial software.
- 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, Audit Committee, General Membership, and Annual Budget Meetings.

Section 5. Qualifications for **Executive Secretary**

- 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 and General Membership meetings.

Section 6. Qualifications for **General Counsel**

- A candidate for General Counsel shall have a general knowledge of the laws applicable to the SCA.
- A candidate for General Counsel shall have leadership skills, and outstanding verbal and written communication skills.
- A candidate for General Counsel shall demonstrate professionalism, ethics and integrity.

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- A candidate for General Counsel shall have the capability to anticipate legal issues and potential risks as well as a strategic acumen and excellent problem-solving abilities.
- A candidate for General Counsel shall be an active Member of the Bar of the State of New York, in good standing.
- A candidate for General Counsel shall have a child in the Manhasset Public School District during the entire term of office, unless otherwise approved by the Executive Board in writing.

ARTICLE VII - ELECTIONS

Section 1. Elections shall be conducted annually at a 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.

One Executive President is the recommended option. If a nominated candidate for Executive President requests to have a Co-President, then that is an acceptable alternate. If this is chosen, there is no Executive Vice-President. The Nominating Committee shall propose and nominate both Co-Executive Presidents. Electing Co-Executive Presidents is electing two people for one seat.

In even-numbered years, the School President of the Middle School (who should ideally come alternately 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 via SCA communications and by any other reasonable and effective means.

The Nominating Committee shall also solicit nominations from the membership through the SCA Website and SCA email or other electronic communications (including SCA Weekly Highlights), as well as at Parent Council meetings at each school, and at meetings of the Executive Committees.

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Nominations, including self-nominations, shall be accepted for all positions in person, by phone, by electronic communication 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, despite the Nominating Committee having approached numerous potential candidates for such position, a joint meeting of the Executive Board and the co-chairs of the Nominating Committee shall be held to propose other candidates that best meet the necessary qualifications and will best serve the interests of the SCA. If the Executive Board and the co-chairs of the Nominating Committee agree on a candidate, such candidate shall be eligible to run for election despite not meeting the qualifications specified in Article VI - Qualifications of Officers for the office in question provided that the Nominating Committee votes in favor thereof.
- Section 7. In the event of a possible Co-Executive Presidency, the duties and responsibilities of each must be clearly decided. At each meeting, only one Co-Executive President may preside and vote. The other Co-Executive President may participate during executive committee or Executive Board meetings, but may not vote. The other Co-Executive President may, however, vote at General Membership Meetings by virtue of being a member of the SCA.
- Section 8. 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.
- Section 9. 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 of the slate shall be mailed or sent electronically to SCA members at least two weeks prior to the General Membership Meeting or, alternatively in lieu of mailing or electronic communications, such notice may be served by publication of the slate in a local Manhasset newspaper once a week for two successive weeks preceding the date of the meeting.

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- Section 10. 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 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 members of the SCA in order to be placed on the ballot.

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 during which the election is to take place.

- Section 11. Signatures on all petitions shall be validated and counted by the Nominating Committee. Nominations may not be made in any other manner than stated in this Article.

- Section 12. If additional candidates come forward pursuant to Section 9, the Nominating Committee shall inform the membership via the SCA Website and SCA email or other electronic communications at least three days before the General Membership Meeting during which the election is to take place and shall notify all those in attendance at such meeting that there will be a contested election.

- Section 13. The Nominating Committee shall provide a written ballot listing all candidates standing for a contested election.

- Section 14. The presence (including by way of proxy) of not less than fifty members of the SCA shall constitute a quorum at any General Membership Meeting where the election of officers takes place. If less than a quorum is present, no election shall be conducted.

If uncontested, upon the presence of a quorum, elections shall be by a show of hands and a majority of the votes cast (including by way of proxy) shall constitute an election.

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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 votes cast (including by way of proxy) shall constitute an election.

- Section 15. Every member of the SCA may authorize another member to act for them by proxy in voting for the election of officers of the Executive Board.

The Nominating Committee shall notify all members that a form of proxy for the election of officers is available on the SCA Website. Such notification shall occur at the same time and in the same manner as notification of the slate of candidates.

Every proxy must be signed and dated by the member and returned to the Nominating Committee no less than 48 hours prior to the General Membership meeting during which such election is to take place. The Chairperson of the Nominating Committee and the Chairperson of the Membership Committee shall validate the proxies received against the membership roll. No proxy shall be valid after conclusion of the General Membership meeting during which such election took place. Every proxy shall be revocable at the pleasure of the member executing it at any time prior to the election.

- Section 16. 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. If Co-Executive Presidents are in office, they shall share the role of Chairperson and together will have one vote.
- Section 3. The Executive Board shall conduct business in person, by telephone, or by electronic communication.
- 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.

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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.

Section 7. Members of the Executive Board shall fulfil 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.

One or more members of the Executive Board may participate in any meeting of the Executive Board by conference telephone call or similar communications such that all persons participating in the meeting can hear each other. Such participation shall constitute presence in person at such meeting.

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

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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. The Executive Board may vote via electronic communications during the interim of Executive Board meetings, such vote to be recorded by the Executive Secretary and 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.
- Section 13. A member of the Executive Board shall represent the SCA at all public meetings of the Board of Education. If an Executive Board member cannot attend, then a Grade Level Chair from one of the three schools (Munsey Park, Shelter Rock, or Middle School/High School) may attend. If a Grade Level Chair is unavailable, then a member of the Parent Council from one of the three schools (Munsey Park, Shelter Rock, or Middle School/High School) may attend. The Board of Education should be alerted as to who will attend, if it is not an SCA Executive Board member.
- 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.

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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. If there are Co-Executive Presidents, the remaining member would solely perform all duties of the Executive President.

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 shall perform the duties of the officer on leave or shall appoint either a replacement qualified under Article VI - Qualifications for Officers or a member of that school's Parent Council to perform such duties.

Section 5. 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, General Counsel, and an Executive Vice President (at their discretion);
- setting the agenda and presiding at Presidents' Meetings, Executive Board Meetings, and General Membership Meetings;
- attending all Audit Committee Meetings;
- 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

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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 preservation in the history files of the SCA; and
- as Executive President Emeritus, serving on the Nominating Committee and the Revisions Committee for two years following the completion of their term in office. In the event of Co-Executive Presidents, each shall individually serve one year on each of these committees of the 2 years following his/her term.

(See Policy One - *Responsibilities of Officers*)

Section 6. 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);
- presiding at Parent Council and Grade Level Chair meetings;
- attending Executive Board and Presidents' Meetings, as well as the General Membership Meeting and Annual Budget 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;
- entering into contracts in the ordinary course of the SCA's operations on behalf of the SCA with the prior approval of the Executive President;
- 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 7. 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 (subject to the limitations set forth in Article XXII-Finance); and shall perform all duties inherent to the office, including but not limited to:

- maintaining the financial books and records of the SCA;

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- 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, Audit Committee, General Membership, 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;
 - providing financial accountability to all members; and
 - overseeing all SCA online financial related platforms.
- (See Policy One - *Responsibilities of Officers*)

Section 8. The **Executive Secretary** shall perform all duties inherent to the office including, but not limited to:

- receiving, investigating and responding to reported concerns regarding suspected violations of any regulation governing the operations of the SCA;
 - attending all Executive Board, Audit Committee, and General Membership meetings and recording the minutes.
- (See Policy One - *Responsibilities of Officers*)

Section 9. The Executive President shall appoint a **General Counsel** as an officer of the SCA. General Counsel shall perform all duties inherent to the office, including but not limited to:

- attend any meetings at the request of the Executive President, but shall have no voting privileges;
 - Shall provide legal advice on matters concerning the SCA as requested by the Executive President;
 - Shall provide legal services to the SCA without compensation.
- (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, School Vice

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Presidents, 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, School Vice Presidents, 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.

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 nominate a replacement qualified under Article VI - Qualifications for Officers for the remainder of the current term of office. Such candidate shall be appointed upon approval of a majority of the Executive Board.
- If a Co-Executive President is unable to complete their term of office, there is no vacancy. The member who remains is the Executive President.
- 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.
- Section 3. Except for committee members that are appointed by a School President, if a member of an Executive Committee or a Special Committee is unable to complete their term, the Executive President shall appoint a replacement for the remainder of such term. If a committee member that was initially appointed by a School President is unable to complete their term, the School President shall appoint a replacement for the remainder of such term.

ARTICLE XIII - PAYMENT OF SCA MEMBERS

Except as the Executive Board may unanimously approve, no member of the SCA (including but not limited to officers, committee chairpersons, Grade Level Chairs, committee members and room representatives) shall receive compensation for their services in their capacity as such; provided, however, that any such member may be reimbursed for documented expenses reasonably incurred by them in the performance of their duties. The Executive Board shall be empowered to provide reasonable compensation, together with reimbursement for documented expenses reasonably incurred, for positions or functions related to the ongoing operations of the SCA, as may be required from time to time.

ARTICLE XIV - MEETINGS

Section 1. The Executive President and the School Presidents shall meet a minimum of nine times a year while school is in session in a private **Presidents' Meeting** to prepare for the Executive Board meeting.

The Executive Vice President may attend and may participate in discussion at the Presidents' Meeting, at the discretion of the Executive President.

The Vice President of each school 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 four 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 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.

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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, on the SCA Website and/or via electronic communications.

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 by the Historian and posted on the SCA website.

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

Parent Council meetings of each school shall be chaired by the School President of such school. If a School President is unable to chair that school's Parent Council Meeting, the Executive President, another School President, the School Vice President or a Grade Level Chair from that school may be designated by the School President to conduct the meeting.

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

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, on the SCA Website and/or via electronic communications.

Minutes shall be kept of all proceedings and shall be permanently maintained by the Historian and posted on the SCA website.

Section 4. There shall be at least one **General Membership Meeting** 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 or emailed 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 or emailing, such notice may be served by publication in a local Manhasset newspaper once a week for two 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.

Section 5. There shall be at least one **Audit Committee Meeting** of the SCA held each year. The Audit Committee Meeting shall be attended by the Audit Committee. (See Policy Three).

The Audit Committee shall also meet at least once each year with an independent certified public accountant (hereinafter referred to as “the Auditor”).

Section 6. An **Annual Budget Meeting** shall be held to prepare the Budget for the following fiscal year. The Annual Budget Meeting shall be attended by the Budget Committee. (See Policy Four).

Section 7. 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 8. At all meetings, except in the case of a contested election, all votes shall be by a 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.

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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 Executive and Ad Hoc 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.

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: Community Education, Educational Grants, Enrichment, Family Theatre, Membership, Planet Manhasset, Project Share, Publicity/Social Media, Saturday Series, Senior Frolic, Summer Studies Awards, Ways and Means (SCA Fair, SCA Fall Fundraising Event Committee, *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, such Chairpersons shall be 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, with the exception of the Senior Frolic Committee, which is a one-year appointment.

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. Ideally, no one shall serve simultaneously as chairperson of two Executive Committees.

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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, and the General Membership Meeting where elections are held;
- report on the activities, plans, and finances of their respective committee to the Executive Board upon the request of the Executive President; and
- provide an annual written report of the work of their respective committee to the Executive President.

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 **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 Eight).

Section 14. 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.

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, the Social Worker of the High School, and a majority of the High School Guidance Counselors. Every effort shall be made to obtain input from any Guidance Counselor not able to participate. 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 Eleven).

Section 15. The elementary **Enrichment Committee** shall provide programs of an enriching nature within the school day whenever possible. Enrichment

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should expand the opportunities for deeper learning and understanding offered to students in Grades K - 6 by planning and coordinating enriching programs, 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 volunteers from both elementary schools, when necessary. 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 Twelve).

- Section 16. The **Family Theatre Committee** shall coordinate and provide theatrical programs of cultural interest for children.

Ideally, the Family Theatre Committee shall be composed of two Chairpersons, one from Munsey Park School and one from Shelter Rock School, preferably a Committee Treasurer, and volunteers from each elementary school. (See Policy Thirteen).

- 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 appointed by the Executive President, and one member from each school appointed by the School Presidents. (See Policy Twenty).

- Section 18. The **Planet Manhasset Committee** shall foster, create and implement ways to successfully adapt a greener living philosophy in the schools, home and community.

The Planet Manhasset Committee shall be composed of a Chairperson appointed by the Executive President and ideally Vice Chairpersons appointed by each School President. (See Policy Twenty-Two).

- Section 19. The **Project Share Committee** shall foster and create ways to help students in the Manhasset Public School District whose families need assistance with basic need type items (as identified by School personnel).

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The Project Share Committee shall be composed of one Chairperson appointed by the Executive President, and one member from each school appointed by the school President (the Chairperson may be one of the school representatives) to work in collaboration with the social workers at each school. (See Policy Twenty-Three).

Section 20. The **Publicity/Social Media Committee** shall be responsible for publicity efforts to support the SCA. The Publicity/Social Media Committee shall be composed of the Chairperson, the Executive President, and ideally a Publicity/Social Media Liaison from each school to manage SCA social media and publicity efforts. (See Policy Twenty-Four).

Section 21. 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, ideally one from Munsey Park School and one from Shelter Rock School, and SCA members from both elementary schools. (See Policy Twenty-Seven).

Section 22. 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 the Senior parents 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 Thirty-One).

Section 23. 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 Executive Board member, two SCA members, one community member, and one faculty member including current and/or retired teachers, staff members, district coordinators, administrators, or guidance counselors. No committee member may have a child in the Junior class at any time during their tenure on this committee. (See Policy Thirty-Four).

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- Section 24. 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 Ways and Means Committees include the **SCA Fair Committee**, the **SCA Fall Fundraising Event 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 Fundraising Event Committee, and *Champions for Charity®*. (See Policy Seven, Policy Twenty-Eight, Policy Twenty-Nine and Policy Thirty-Five).

- Section 25. The **Website Committee** shall be responsible for providing easy access to SCA and Manhasset Public School District information via the Internet.

The Website Committee shall be composed of a Webmaster and four editors representing each school. (See Policy Thirty-Six).

ARTICLE XVII - SPECIAL COMMITTEES

- Section 1. There shall be four **Special Committees** of the SCA—the Audit Committee, Budget Committee, Nominating Committee, and Revisions Committee which are all independent from the Executive Board, yet may be comprised of Executive Board Members. Members are selected when the committees are created and are not appointed by the Executive President at the beginning of their term.

- Section 2. The **Audit Committee** shall oversee the accounting and financial reporting processes of the SCA and the audit of all financial statements.

The Audit Committee shall include the following independent members of the Executive Board: the current Executive Treasurer as Chairperson, the Executive President and the Executive Secretary. If applicable, the incoming Executive Treasurer, Executive President and/or Executive Secretary may also serve. The Audit Committee shall meet with the outside accountant. (See Policy Three).

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- Section 3. 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 by the Executive Board.

The Budget Committee shall consist of the current Executive Treasurer as Chairperson, the incoming Executive Treasurer (if applicable), the Executive President (current and, if applicable, incoming), and the School Presidents (current and, if applicable, incoming). (See Policy Four).

- Section 4. 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). Appointed committee members shall not serve a second consecutive term and shall not serve on the committee within three years of previously serving on the committee (See Policy Twenty-One).

- Section 5. 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 immediate past Executive President, the immediate past School Presidents, and one member from each Parent Council appointed by the School Presidents. (See Policy Twenty-Five).

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.

ARTICLE XIX - HISTORIAN AND EXECUTIVE VICE PRESIDENT

Section 1. The Executive President shall appoint a **Historian** who ideally shall have been of long and broad service to the SCA, able to provide perspective and institutional memory and to thoroughly know the SCA's 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, including past Bylaws and Policies, minutes, and budgets, as well rosters of Officers, Executive Committees, and individual school's Parent Councils in accordance with the SCA Document Retention Policy then in effect;
- 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 retained;
- 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 Twenty-Six).

Section 2. 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 may, when requested, attend meetings of Executive Committees of which the Executive President is an ex-officio member.

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

The Executive Vice President 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 shall not attend the Presidents' Meetings.

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

Section 5. The term of each committee chairperson on a school's Parent Council shall be two years. No person shall be appointed to serve more than two consecutive terms in the same position on the same Parent Council.

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 Article XXI, Sections Eleven, Twelve and Thirteen).

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. 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.

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GLCs shall have served as a Room/Parent Representative or on a Parent Council Committee or on an Executive Committee prior to being appointed to 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/Parent Representative in the same school;
- as a member of the Executive Board; or
- as Historian, General Counsel, Executive Vice President, School Vice President, or 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 must be given to those who have never served as a GLC.

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 the student body. 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

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every year to serve a one-year term (to represent their current grade), and a SCA PASE liaison.

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 fairly and equitably represents the student body, 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, and a SCA PASE liaison.

Section 13. The High School President shall assemble a GLC committee composed of two GLCs per grade, that fairly and equitably represents the student body, serving two-year terms, and a SCA PASE liaison.

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.

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.

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.

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- 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 Executive Board.
- 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. All volunteers should refer to the SCA Finance Policy prior to making purchases or committing the SCA to legal or financial agreements (See Policy Fourteen)

- Section 9. The School President may individually approve school expenditures for items up to \$600.

The Executive President and the corresponding School President must approve school expenditures for items in excess of \$600 but less than \$2000.

The corresponding School President must obtain Executive Board approval for school expenditures in excess of \$2000.

The Executive President must approve executive expenditures up to \$2000.

The Executive Board must collectively approve expenditures in excess of \$2000.

The Executive President must obtain Executive Board approval for executive expenditures in excess of \$2000, with the exception of Senior Banquet and Senior Frolic expenses, which may be approved solely by the Executive President.

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- Section 10. The Executive President and the Executive Treasurer or the Ways and Means Treasurer shall cosign all checks of \$1000 or more.
- 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
 - Senior Frolic
- Section 14. 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.
- Section 15. 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 16. A reserve of approximately one-year's receipts/expenditures shall be maintained against fundraising shortfalls and/or extraordinary needs.
- Section 17. 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 18. After August 31 of each year, the books and financial records shall be collected by the Executive Treasurer and audited by the Auditor selected by the Audit Committee.
- This audit shall be presented by our auditor at an Executive Board meeting and shall be available to the general membership.
- Section 19. The Executive Board may make gifts and give charitable contributions that are not prohibited by the Articles of Incorporation, state law, any other provisions of these Bylaws or any requirements for maintaining the SCA's federal and state tax status.

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- Section 20. School Finance Chairs And Executive Committee Treasurers assist and report to the Executive Treasurer. Responsibilities shall include making all deposits for their school or committee activities and submitting deposit documentation to the Executive Treasurer. Additionally, they shall collect and coordinate reimbursement forms for their financial activities for submission to the Executive Treasurer for payment.
- Section 21. 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.
- Section 22. 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 23. Receipts shall be provided only when tax-deductible contributions are made to the SCA or to one of the authorized accounts.
- Section 24. Monthly financial reports, tax returns for the SCA and the backup to those returns shall be maintained for a minimum of seven years.
- Section 24. Before payment is made on expenditures of \$600 or more, the Executive Treasurer must be provided with the Taxpayer Identification Number of the payee.

ARTICLE XXIII - CONFLICT OF INTEREST

- Section 1. 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.
- Section 2. 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 Executive Board, the Executive Vice President, the School Vice Presidents, the School Finance Chairs, the School Grade Level Chairs, the Community Education Committee, the Nominating Committee, and the Revisions Committee shall avoid any actual or perceived conflicts between their own personal, family, and/or financial interests and those of the SCA.

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- Section 3. The Executive Board, the Executive Vice President, the School Vice Presidents, the School Finance Chairs, the School Grade Level Chairs, the Community Education Committee, the Nominating Committee, and the Revisions Committee shall be fully independent of the administration, faculty, staff, and the Board of Education of the Manhasset Public School District.
- Section 4. To be considered independent, members of the Executive Board, the Executive Vice President, the School Vice Presidents, the School Finance Chairs, the School Grade Level Chairs, the Community Education Committee, the Nominating Committee, and the Revisions Committee shall:
- not be employed by or be the parent, child or spouse of 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 the parent, child or spouse of 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.

ARTICLE XXIV - RECORDS

The Historian shall keep 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 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 (either in person or by proxy) of not less than fifty members of the SCA shall constitute a quorum at any **General Membership Meeting** for which required notice was given and shall be necessary to conduct the business of the SCA. If a quorum is not achieved, no business shall be conducted. As set forth in Article VII-Elections, Section 13, any member of the SCA may authorize another member to act for them by proxy in voting for officers at the

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General Membership Meeting during which such election is to take place.

- 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 be present and shall constitute a quorum in order to deliberate at any meeting of the Nominating Committee.
- Section 4. A majority of the 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 required notice was given, a majority of members present shall constitute a quorum for the transaction of business.

At all such meetings where a quorum is achieved, all votes shall be by a show of hands and, except as otherwise set forth herein, action shall be by the majority.

ARTICLE XXVI - 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, via electronic communication or in a local Manhasset newspaper) 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 may be established, revised, or amended only by a majority vote at any Executive Board Meeting.

ARTICLE XXVII- 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.

ARTICLE XXVIII - 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 thereof, by reason of the fact that he, she, his or her testator or testatrix or intestate 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 XXIX - 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 or Officer of the SCA, including but not limited to the

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General Counsel. In addition, the SCA shall purchase and maintain general liability insurance in amounts approved by the Executive Board.

ARTICLE XXX - 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.

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

ACKNOWLEDGEMENTS

The Bylaws of the SCA were initially written in 1918 by its fourteen 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 upon today.

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; June 7, 2007; September 18, 2009; May 25, 2011; May 10, 2022; May 8, 2023; May 7, 2024 and June 7, 2024.

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

In accordance with the Bylaws' procedures, the Revisions Committee convened in January 2024 to review a selection of Articles and Policies. These deliberations resulted in proposed revisions that were then voted upon, passed and subsequently adopted at the General Membership Meeting on May 7, 2024 and also on June 7, 2024. The names of the Revisions Committee members who drafted these documents are below and should remain part of the SCA's permanent record for historical purposes. All names of the General Membership who attended and voted, either in person or via proxy, shall also comprise part of the SCA archives.

2023 - 2024 REVISIONS COMMITTEE

Chairperson, Historian	Catharine Croce
Executive President Emeritus	Kim Haggerty
Executive President	Claudine Fini & Melissa Napolitano
High School President Emeritus	Rachel Harley
High School Parent Council	Ann Lynch
Middle School President Emeritus	Markella Maliagros
Middle School Parent Council	Anita Gauld
Munsey Park School President Emeritus	Catharine Croce
Munsey Park School Parent Council	Jamie Pescatore
Shelter Rock School President Emeritus	Susan Siris
Shelter Rock School Parent Council	Maria Charon



POLICIES

POLICY ONE

RESPONSIBILITIES OF OFFICERS

(See Bylaws Article IX)

In addition to the duties stipulated in Bylaws Article IX, Section 5, the **Executive President** shall:

- distribute volunteer forms before the end of the school year and prior to filling appointed positions;
- call special meetings if necessary;
- provide notice of every meeting to appropriate members;
- oversee the activities of the School Presidents, the Executive Treasurer, the Executive Secretary, the Executive Vice President, 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 Budget Committee, a budget proposal for the following year to present for a vote by the Executive Board;
- oversee, together with the Audit Committee, the accounting and financial reporting processes of the SCA and the audit of all financial statements;
- 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 6, the **School Presidents** shall:

- distribute volunteer forms before the end of the school year and prior to filling any appointed positions;
- update, compile, and distribute all pertinent guidelines for Parent Council activities;
- maintain a calendar and handbook of all activities and responsibilities; and
- transition their successors.

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In addition to the duties stipulated in Bylaws Article IX, Section 7, 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;
- ensure payment of all billings related to SCA domain registration, SCA website maintenance and SCA email services
- 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 and preside over the preparation of the Annual Budget;
- secure insurance for the SCA, which may include liability insurance for the SCA Fair and for the Senior Frolic;
- oversee all SCA online financial related platforms, adding bank account information and general audit of the accounts. The Executive Treasurer will not be responsible for adding items for sale, creating stores or websites as those activities should be handled by the appropriate chairs;
- attend to signature cards at the bank before the school year begins; and
- transition their successor.

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

- distribute for approval the minutes of the Executive Board and General Membership 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;
- receive, investigate and respond to reported concerns regarding suspected violations of any regulation governing the operations of the SCA;
- oversee, together with the Audit Committee, the accounting and financial reporting processes of the SCA and the audit of all financial statements;
- send official SCA emails to the general membership at the instruction of the Executive President;
- post all minutes from Parent Council and Executive Board meetings on SCA website and maintain an archive thereof; and
- transition their successor.

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

- attend any meetings that may require legal counsel;
- review any documents, including contracts / agreements;

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- aid in composing public statements;
- provide advice to the Executive President;
- act as an advisor to the SCA, without voting rights and
- advise their successor.

POLICY TWO

GUIDELINES FOR MINIMIZING THE RISK OF PERSONAL LIABILITY

(See Bylaws Articles XXVIII and XXIX)

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.

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- Scrutinize and monitor any publications put out by the SCA.

POLICY THREE

AUDIT COMMITTEE ***A SPECIAL COMMITTEE*** (See Bylaws Article XIV and XVII)

Purpose

The Audit Committee shall oversee the accounting and financial reporting processes of the SCA and the audit of its financial statements.

Chairperson

The current Executive Treasurer shall be the Audit Committee Chairperson.

Committee Membership

The Committee shall be composed of the following independent members of the Executive Board: the Executive Treasurer, the Executive President and the Executive Secretary. If applicable, the incoming Executive Treasurer, Executive President and/or Executive Secretary may attend.

Meetings

The Audit Committee shall meet at least once each year and additionally as circumstances dictate. The committee shall also meet at least once each year with the Auditor. The committee shall establish its own schedule of meetings. The committee may also act by unanimous written consent of its members.

Responsibilities

The Committee's role is one of oversight. The Executive Treasurer shall be responsible for preparing the SCA's financial statements and the Auditor is responsible for auditing those financial statements.

Procedures

The Audit Committee shall:

- retain or renew the retention of the Auditor to conduct the annual financial statement audit;
- review the completed audit with the Auditor; and,
- review with the Executive Board the annual audit report and the recommendations of the Auditor.

POLICY FOUR

BUDGET COMMITTEE ***A SPECIAL COMMITTEE*** (See Bylaws Article XIV and XVII)

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 by the Executive Board.

Chairperson

The current Executive Treasurer shall be the Budget Committee Chairperson.

Committee Membership

The Committee shall be composed of the current Executive Treasurer as Chairperson, the incoming Executive Treasurer (if applicable), the Executive President (current and, if applicable, incoming), and the School Presidents (current and, if applicable, incoming).

Meetings

The Annual Budget Meeting to prepare the budget for the following fiscal year 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 Executive Board must approve the proposed budget.

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.

POLICY FIVE

BULK MAILINGS

The SCA has a non-profit bulk mailing permit for non-metered (second-, third- or fourth-class) mail. The permit number is 1756. The Bulk Rate permit information

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must be pre-printed on the mailing envelope. Envelopes must also indicate Manhasset School Community Association, P.O. Box 33, Manhasset, NY 11030. 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 and directories.

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

Contents of ALL envelopes must be exactly the same.

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.

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 (currently Postage Statement #3602) must be mailed to *SCA Treasurer, P.O. Box 33, Manhasset, NY 11030*.

POLICY SIX

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. CASA and the SCA collaborate on various programs throughout the year.

CASA shall make one year-end presentation 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.

POLICY SEVEN

CHAMPIONS FOR CHARITY® COMMITTEE

A WAYS AND MEANS COMMITTEE

(See Bylaws Article XVI, Section 24)

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, and the General Membership Meeting where elections are held;
- report on the work of the *Champions for Charity®* Committee to the Executive Board upon request of the Executive President;
- provide an annual written report of the work of the *Champions for Charity®* Committee to the Executive President; and
- transition their successor.

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 event.

Meetings

The Chairpersons and members will meet on an as-needed basis prior to the event.

Responsibilities

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

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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 a local Manhasset newspaper in mid/late September to encourage individuals to register the SCA as their beneficiary starting in October.
- Send invitations to the Executive Board, members of the Executive Committees, and Parent Council members in November for an in-store reception, if being held.
- 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.

POLICY EIGHT

COMMUNITY EDUCATION COMMITTEE

(See Bylaws Article XVI, Section 13)

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 School 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, and the General Membership Meeting where elections are held;
- report on the work of the Community Education Committee to the Executive Board upon the request of the Executive President;
- provide an annual written report of the work of the Community Education Committee to the Executive President; and
- transition their successor.

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

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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.

Meetings

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

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/ Social Media Committee;
 - liaise with local community civic organizations; and
 - assist with voter registration drives.

POLICY NINE

DOCUMENT RETENTION & DESTRUCTION POLICY

This policy identifies the record retention responsibilities of the SCA board members and volunteers for maintaining and documenting the storage and destruction of the organization's documents and records. The Executive Board is responsible for the ongoing process of identifying records which have met the required retention period,

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and overseeing their destruction in accordance to the highest privacy protection standards.

Documents and records related to the business of the SCA shall be maintained in accordance with the following schedule:

Accounts Payable Records.....	7 Years
Accounts Receivable Records.....	7 Years
Audit Reports.....	Permanent
Blank Statements and Reconciliations.....	7 Years
Bylaws, Certificate of Incorporation, Policies, Budget.....	Permanent
Checks.....	7 Years
Contracts.....	7 Years Following Expiration
Correspondence (General).....	2 Years
Correspondence (Legal Matters).....	Permanent
Expenses Analyses/Expense Distribution Schedules.....	7 Years
Insurance Policies (Expired).....	3 Years
Insurance Records, Current Accident Reports, Claims, Policies, Certificates.....	Permanent
Inventories of Products, Materials, and Supplies.....	7 Years
Invoices.....	7 Years
Minutes and Agendas of Executive Board Meetings.....	Permanent
Rosters of Officers, Executive Committees, Parent Councils.....	Permanent
Tax Returns and Worksheets.....	Permanent
Withholding Tax Statements.....	7 Years
Year End Financial Statements.....	Permanent

The information listed in this retention schedule is intended as a guideline and may not contain all the records the SCA is required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to an Executive Board member.

In addition it is understood that:

- No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation
- No paper or electronic documents will be destroyed or deleted as required to comply with applicable auditing standards.

POLICY TEN

ELECTRONIC COMMUNICATIONS POLICY

Guidelines for the appropriate use of mass email communication

- Mass emails can be used to communicate SCA-related information to the entire SCA, a particular school, or one or more grades.
- Mass emails to all registered SCA members must be approved by the Executive President and are to be sent by the Executive Secretary or, in the case of SCA Weekly Highlights, by the Webmaster.
- School specific emails must be approved by the school SCA President.
- Grade specific emails must be approved by the school SCA President and sent through the appropriate Grade Level Chair(s).
- All of these emails may copy the SCA Executive President.
- All mass e-mails should be sent “blind” (i.e, so that recipients cannot see the names or email addresses of the other recipients).
- Email content must be restricted to SCA-related matters.
- The subject line for emails should be brief and meaningful. When/if the message is time sensitive, a date should be included in the subject line.

Assignment of Email Accounts

To assure that all SCA Executive Board members have access to this form of communication, they will be provided an official SCA email account. The account will be specific to the board position and will remain active as long as the member is in that position.

Electronic mail is an official means of communication. Members of the SCA Executive Board should send/receive SCA related emails through their SCA email account only. Executive Board members are expected to check their SCA email on a frequent and consistent basis.

Guidelines for SCA Executive Board member email accounts

- Use SCA email addresses for SCA related correspondence only. Do not send or forward any message that is not SCA related.
- Review SCA email inboxes regularly and respond as appropriate. If a detailed response is required but not possible immediately, send a reply saying that the message has been received and indicate when a full response can be expected
- Set an “away message” if not available to check email for a day or more.
- Do not use email if information is highly confidential, the message is long and complicated and requires additional discussion, or if it is emotionally charged.
- Do not forward e-mails without the understanding or permission of the sender.

Inappropriate Use of SCA Email Distribution Lists

The SCA's email distribution lists shall not be used for any purpose other than to disseminate information related to SCA business. It is expressly prohibited to use any such distribution list for solicitations of money, goods and services. Furthermore, distribution lists shall not be used for communication of any political nature.

SCA School Directories

Each school President shall select one Directory Chairperson. Middle School and High School may have one combined chairperson. Electronic Directories are not permitted. Directories shall only be a print version. Parents have to opt-in to be included in the SCA School Directory.

POLICY ELEVEN

EDUCATIONAL GRANTS COMMITTEE

(See Bylaws Article XVI, Section 14)

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 to serve a three-year term. The first year, the appointee shall serve alongside the current Chairperson as the Vice-Chairperson. The second year, the appointee shall serve as the Chairperson. The third year, the appointee shall serve as the past Chairperson. The appointee cannot have a child or relative that is or will be a Senior at Manhasset High School at any time during their tenure on this Committee.

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, and the General Membership Meeting where elections are held;
- report on the work of the Educational Grants Committee to the Executive Board upon the request of the Executive President;
- provide an annual written report of the work of the Educational Grants Committee to the Executive President; and
- transition their successor.

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

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Committee Membership

The 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, the Social Worker of the High School, and a majority of High School Guidance Counselors. Every effort shall be made to obtain input from any Guidance Counsellor not able to participate.

No appointed committee member may have a child or relative that is or will be in the Senior class at any time during their tenure on this Committee. If the Executive President or the SCA High School President has a child that is in the Senior class while they are serving on this committee, the Executive President shall appoint an alternate for that year.

Meetings

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

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. Students complete one application for consideration by the SCA and Manhasset Student Aid Association (MSAA). The application should be available on both the SCA and Manhasset Public Schools websites by mid-May.

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 all applications and supporting documentation and, once a student is no longer a recipient, the Chairperson shall destroy all such materials.

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.

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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.

POLICY TWELVE

ENRICHMENT COMMITTEE

(See Bylaws Article XVI, Section 15)

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, and the General Membership Meeting where elections are held;
- report on the work of the Enrichment Committee to the Executive Board upon the request of the Executive President;
- contact and make arrangements with outside entities and performers;
- communicate with parents regarding upcoming programs and activities;
- provide an annual written report of the work of the Enrichment Committee to the Executive President; and
- transition their successors.

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

Committee Membership

The Committee shall be composed of the two Chairpersons and SCA volunteers as needed from each elementary school.

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.

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 twice a year, typically in the Fall and Spring.

Responsibilities

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

Procedures

Programs shall be provided within the school day whenever possible.

A check to cover each program expense will be made out to the Manhasset Union Free School District.

POLICY THIRTEEN

FAMILY THEATRE COMMITTEE

(See Bylaws Article XVI, Section 16)

Purpose

The Family Theatre Committee coordinates and provides theatrical productions for the children of Manhasset

Chairpersons

The Executive President shall appoint two Chairpersons, ideally one from Munsey Park School and one from Shelter Rock School, preferably former members of the Family Theatre Committee, to serve two-year terms.

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Ideally, the terms of the 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 Family Theatre Committee Chairpersons shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, and the General Membership Meeting where elections are held;
- report on the work of the Family Theatre Committee to the Executive Board upon the request of the Executive President;
- provide an annual written report of the work of the Family Theatre Committee to the Executive President; and
- transition their successors.

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

Committee Membership

The Chairpersons of the Family Theatre Committee will appoint a Treasurer who will be responsible for all incoming and outgoing funds for the Family Theatre 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.

Meetings

The Committee shall meet in the Spring at the conclusion of the Family Theatre season to secure a performance for the following year.

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 Family Theatre Treasurer shall deposit ticket monies, process reimbursement requests and communicate with the Executive Treasurer to ensure that Family Theatre accounts are up to date.

POLICY FOURTEEN

FINANCE POLICY

(See Bylaws Article XXII)

In addition to the requirements set forth in Bylaws Article XXII - FINANCE, the following guidelines shall be followed with regard to any expenses to be incurred by the SCA. This policy pertains to all financial activities of the SCA and is applicable to all volunteers. The Executive Treasurer, School Finance Chairs and Executive Committee Treasurers are responsible for familiarizing their committee members with this policy.

General Finance Procedures

- Prior to making any purchase on behalf of the SCA, the volunteer shall refer to the appropriate Committee Guidelines and confirm the pre-determined budget for the Committee. If the Budget is unclear, the volunteer shall discuss it with the School Finance Chair, Executive Committee Treasurer and/or School President.
- The SCA is a Tax Exempt Organization. Volunteers making purchases must use the Manhasset SCA Tax Exemption Certificate (available from the school Finance Chairs or Executive Treasurer) and discuss the SCA's tax-exempt status with the vendor PRIOR TO MAKING A PURCHASE. If a vendor will not accept the Certificate, the volunteer must discuss the situation with the Finance Chair and/or the Executive Treasurer to determine if an alternate vendor must be used.
- No one shall sign contracts or bind the SCA to any legal or financial agreement without the prior approval of the Executive President. The Executive President has the power to sign and execute alone, upon review and approval by General Council, 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.
- Payment to third parties pursuant to the terms of contracts duly executed by the Executive President or someone specifically authorized by the Executive President for such purpose shall be paid following proper completion of the applicable SCA Check Request/Reimbursement Form, including all signatures specified thereon.
- To the extent possible, expenditures should be paid by the SCA directly to the vendor providing such goods or services pursuant to a duly executed contract or invoice, not by way of reimbursement to the volunteer coordinating such purchase. A vendor's address and tax identification number must be included on any check request.

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- All reimbursements must be submitted in a timely manner (within 30 days).
- The FINAL deadline for Check Request/Reimbursement is July 15th. All requests are to be received by this date to be considered for payment/reimbursement.
- A minimum of ten days must be allowed for the turn-around for requests.

Check Request/Reimbursement Procedures

Expenses that are provided for in the SCA Budget shall be paid following proper completion of the appropriate SCA Check Request/Reimbursement Form, including necessary signatures.

Expenses that are not provided for in the SCA Budget must be pre-approved by the appropriate SCA President prior to incurring, or committing the SCA to incur, any such expense. Once actually incurred, any such pre-approved expense shall be paid following proper completion of the SCA Check Request/Reimbursement Form.

SCA Check Request/Reimbursement forms shall be available on the SCA website. Forms must be completed in their entirety with original invoices or receipts attached. All requests for email approvals MUST include a description of the purchase, the total dollar amount of the request and a copy of the receipt(s). A scan or cell phone photo of the receipt is acceptable. As a reminder, the order of EVERY submission should just be as follows:

- SCA expense/reimbursement form (original signatures required);
- Original receipts taped to a piece of paper;
- Copy of email approval(s);
- All documents stapled together.

The volunteer shall keep a copy of all forms and receipts for his or her records before turning the originals over to the Finance Chair or Executive Treasurer, as applicable.

Check/Cash Tally Form Procedures

The Cash/Check Tally Form is used for all funds received on behalf of the Manhasset SCA.

Ensure the correct event information is on the COMPLETED form for tracking purposes.

Checks collected are to be made payable to either “MSCA” (Manhasset School Community Association) or “MSCA Ways and Means”.

When collecting cash, confirm the cash deposit with a dual-signature (two people will count independently and verify total by signature) on the Cash/Check Tally Form.

Deposits and completed Cash/Check Tally Forms should be totalled and given to the

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School Finance Chair or Executive Committee Treasurer AS SOON AS POSSIBLE for verification. The School Finance Chair or Executive Committee Treasurer will confirm the totals and make the deposit in a timely manner. It is important to confirm delivery with your School Finance Chair or Executive Committee Treasurer prior to delivering the paperwork and funds - never leave funds unattended in a mailbox, etc.

Event Summary Form Procedures

The Event Summary Form must be submitted for all events which generate revenue for the SCA.

The Event Summary Form must be completed in triplicate: two copies are submitted to the event's designated Finance Chair and one copy is saved in the committee binder. The Finance Chair shall provide a copy of the completed form to the Executive Treasurer with all applicable supporting documents.

POLICY FIFTEEN

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.

POLICY SIXTEEN

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.

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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

Policy References: General Municipal Law 805-a

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/Gifts to School Personnel and/or Students

Class gifts may be given to teachers, aides or other school personnel in accordance with Board of Education Policy #1810 (Gifts to School Personnel). Class gifts should not be given in association with, or in celebration of, a religious holiday. The SCA shall not present gifts to staff or students on behalf of the SCA unless it is approved by the Executive Board.

SCA Policy: Tips to Custodians

All custodians may receive the same pre-determined gratuity (as established by Manhasset School District Policy) in appreciation of their general services throughout the school year. Gratuities for large-scale events (e.g., SCA Fair and Senior Frolic) will be considered outside the scope of this policy.

POLICY SEVENTEEN

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.

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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 Executive Board.

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 requests 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 EIGHTEEN

GIFTS TO RETIRING OR RESIGNING PROFESSIONAL AND NON-PROFESSIONAL STAFF AND TO 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.

The SCA may give a gift to the Board of Education members during Board of Education Recognition Week.

POLICY NINETEEN

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.

POLICY TWENTY

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.

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 and the General Membership Meeting where elections are held;
- report on the work of the Membership Committee to the Executive Board upon request of the Executive President;
- provide an annual written report of the work of the Membership Committee to the Executive President; and
- transition their successor.

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

Committee Membership

The Membership Committee shall be composed of the 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:

- monitoring 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; and
- maintaining membership rolls for election purposes.

The Membership Committee shall be responsible for:

- preparing and organizing membership documents; and
- maintain membership online store in conjunction with Executive Treasurer.

Procedures

- Membership dues shall be 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 year.
- Any change in the dues amount shall be approved by the Executive Board.
- A solicitation for membership shall be emailed 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 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.

Upon payment of dues by a family eligible for membership, each adult (18 years or older) in that family shall be a member of the SCA and shall be entitled to vote, hold office and serve on committees.

Membership rolls are maintained for election purposes.

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. Families in need of financial aid to pay membership dues are asked to participate in the payment in as large or as small a capacity as possible.

POLICY TWENTY-ONE

NOMINATING COMMITTEE

A SPECIAL COMMITTEE

(See Bylaws Articles XVII, Section 4)

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.
- Refer to Article XXIII, Conflict of Interest for Committee Membership eligibility.

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

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Article IX, Section 5 specifically excludes the sitting Executive President from any participation in the meetings and deliberations of the Nominating Committee.

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 General Membership 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 a local Manhasset newspaper, on the SCA website and by any other reasonable and effective means. 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 electronic communication, 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.

In the event of a possible Co-Executive Presidency, and to ensure cohesive team leadership, there may be a confidential discussion between the Executive President candidate and the Nominating Committee as to a suitable co-candidate who meets all of the qualifications of the Executive President.

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

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 of the slate shall be emailed to all SCA members, posted on the SCA website and weekly highlights at least two weeks prior to the General Membership Meeting.

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 the votes cast (including by way of proxy) 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 votes cast (including by way of proxy) 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 TWENTY-TWO

PLANET MANHASSET COMMITTEE

(See Bylaws Article XVI, Section 18)

Purpose

The **Planet Manhasset Committee** will foster, create and implement ways to successfully adapt a greener living philosophy in the schools, homes and community.

Chairperson

The Executive President shall appoint a Chairperson who shall serve a two-year term. The Chairperson will represent each elementary school as well as the Middle School and High School.

The Planet Manhasset Committee Chairperson shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, and the General Membership Meeting where elections are held;
- report on the work of the Planet Manhasset Committee to the Executive Board upon request of the Executive President;
- provide an annual written report of the work of the Planet Manhasset Committee to the Executive President; and
- transition their successor.

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

Committee Membership

The Planet Manhasset Committee shall be composed of the Chairperson and ideally four Vice-Chair people (one appointed by each school President).

Meetings

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

Responsibilities

The Planet Manhasset Committee shall be responsible for:

- monitoring online paperless communication system and emailing “green” tip sheet to families in the system;
- ensuring that all applicable SCA and community-wide events have recycling arrangements;

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- investigating and communicating with Facilities and Central Purchasing regarding earth-friendly products (i.e. recycled copy paper) for use by the District;
- informing Munsey Park, Shelter Rock, the Middle School and High School families of the work of Planet Manhasset through a local Manhasset newspaper and other communications;
- securing guest speakers for Parent Council meetings to discuss various eco-topics;
- fundraise through various green initiatives;
- working with elementary school Student Council representatives, secondary school Student Government representatives and the HS Green Club to involve students in local eco-programs and events;
- collaborating with school Principals and Science Department Coordinator to integrate eco-topics into the curriculum through pull-out assemblies or push-in classroom programs;
- special Planet Manhasset events and initiatives such as an Organic Garden Program;
- providing the Webmaster with Planet Manhasset-related content to be included on the SCA Website.

POLICY TWENTY-THREE

PROJECT SHARE COMMITTEE

(See Bylaws Article XVI, Section 19)

Purpose

The **Project Share Committee** will foster and implement ways to help children in the school district whose families need assistance with basic need type items (as identified by school personnel).

Chairperson

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

The Project Share Committee Chairperson shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, and the General Membership Meeting where elections are held;
- report on the work of the Project Share Committee to the Executive Board upon request of the Executive President;
- provide an annual written report of the work of the Project Share Committee to the Executive President; and
- transition their successor.

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

Committee Membership

The Project Share Committee shall be composed of one Chairperson appointed by the Executive President, and one member from each school appointed by the school President (the Chairperson may be one of the school representatives) to work in collaboration with the social workers at each school.

Meetings

The Chairperson shall call meetings on an as-needed basis. Ideally, the Committee should meet a minimum of five times a year.

Responsibilities

The Project Share Committee shall be responsible for:

- meeting with School Social Workers to ascertain and verify needs of students and families in the Manhasset Public School District;
- informing Munsey Park, Shelter Rock, the Middle School and High School families of the work of Project Share through the SCA website, a local Manhasset newspaper and other communications;
- holding all internal information, discussions and donations in strict confidence.

POLICY TWENTY-FOUR

PUBLICITY/SOCIAL MEDIA COMMITTEE

(See Bylaws Article XVI, Section 20)

Purpose

The purpose of the Publicity/Social Media 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/Social Media Committee Chairperson shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, and the General Membership Meeting where elections are held;
- report on the work of the Publicity/Social Media Committee to the Executive Board upon request of the Executive President;
- provide an annual written report of the work of the Publicity/Social Media Committee to the Executive President; and

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- transition their successor.

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

Committee Membership

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

Responsibilities

The Publicity/Social Media Chairperson is responsible for:

- writing articles about SCA Executive Committee activities for publication in a local Manhasset newspaper;
- approving articles and photographs submitted by the Publicity/Social Media Liaisons in the individual schools to ensure that all schools are equitably represented in a local Manhasset newspaper and/or on social media;
- obtaining necessary approvals from Executive President prior to publicizing anything SCA related.

The Publicity/Social Media Liaisons are responsible for:

- coordinating and assembling all SCA articles and photographs from individual school committee chairpersons for final approval by the Publicity/Social Media Chair in a timely fashion prior to publication in a local Manhasset newspaper or on social media;
- submitting Parent Council meeting announcements to a local Manhasset newspaper and/or on social media;
- working closely with the individual school Website Liaisons to ensure that school activities and events are posted on the SCA Website.

Procedures

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

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

POLICY TWENTY-FIVE

REVISIONS COMMITTEE

A SPECIAL COMMITTEE

(See Bylaws Article XVII, Section 5)

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 immediate past school Presidents, the immediate past Executive President, and one member from each Parent Council appointed by the school Presidents. The current Executive President shall be an ex-officio member of the Revisions Committee and shall be informed of any revisions being proposed to the SCA Bylaws.

- Refer to Article XXIII, Conflict of Interest for Committee Membership eligibility.

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 and revisions should be made infrequently and discriminately.

The Revisions Committee shall review, if only to reaffirm, the SCA Bylaws every five years beginning in 2018.

The Revisions Chairperson shall furnish the current Bylaws to each Revisions Committee member and each committee member shall thoroughly familiarize themselves with the Bylaws prior to the first Revisions Committee Meeting.

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Procedures

Any member may request that 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:
 - A majority of the 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.
 - No amendments or revisions may be finalized by the Revisions Committee and proposed to the Executive Board or membership unless a majority of the members of the Revisions Committee have voted in favor thereof.
- 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. Any comments by the Executive Board shall be taken into consideration by the Revisions Committee.
- 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 highlight the proposed changes to the Bylaws and clarify 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 unless the Bylaws are being revised in their entirety.
- Bylaws may be adopted, amended, repealed, or totally revised by an affirmative vote of two-thirds of those members present and voting at any

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General Membership Meeting, provided that such amendments have been submitted in writing (by mail, on the Website, by electronic communication or in a local Manhasset newspaper) 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 at the end of the Bylaws.

POLICY TWENTY-SIX

ROOM REPRESENTATIVES (ELEMENTARY SCHOOLS)

Room Representatives at the elementary 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.

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 communicate to the families they are assigned to contact.

POLICY TWENTY-SEVEN

SATURDAY SERIES COMMITTEE

(See Bylaws Article XVI, Section 21)

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.

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Chairpersons

The Executive President shall appoint two Chairpersons, preferably one from Munsey Park School and one from Shelter Rock School to serve two-year terms. Ideally, 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, and the General Membership Meeting where elections are held;
- report on the work of the Saturday Series Committee to the Executive Board upon request of the Executive President;
- provide an annual written report of the work of the Saturday Series Committee to the Executive President and Executive Treasurer; and
- transition their successors.

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, process reimbursement requests and communicate with the Executive Treasurer to ensure that the Saturday Series accounts are up to date;
- 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 Volunteer Coordinator who shall oversee the student volunteers, many of whom are fulfilling Community Service requirements.
- A Hospitality Coordinator who shall provide refreshments 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, manage registration, coordinate the Saturday Series schedule with school administrators (Facilities Director and school principal), provide an annual report prior to the budget

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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 session begins in January and runs for eight weeks.

POLICY TWENTY-EIGHT

SCA FAIR COMMITTEE

A WAYS AND MEANS COMMITTEE

(See Bylaws Article XVI, Section 24)

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, vendor sales and donations. The proceeds support the programs of the SCA.

Chairpersons

The Executive President shall appoint 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, and the General Membership Meeting where elections are held;
- report on the work of the SCA Fair Committee to the Executive Board upon request of the Executive President;
- provide an annual written report of the work of the SCA Fair Committee to the Executive President; and
- transition their successors.

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.

Manhasset School Community Association, Inc.

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.

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.

Ideally, 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 Treasurer shall secure event liability insurance for the SCA Fair, or amend the current liability insurance to include the event by either changing the dates of coverage or adding more coverage.

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 TWENTY-NINE

SCA FALL FUNDRAISING EVENT COMMITTEE

A WAYS AND MEANS COMMITTEE

(see Bylaws Article XVI, Section 24)

Purpose

The SCA Fall Fundraising Event Committee 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 SCA Fall Fundraising Event Chairpersons, preferably one from Munsey Park School, one from Shelter Rock School, and one from the Middle School or High School.

The SCA Fall Fundraising Event Committee Chairpersons shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, and the General Membership Meeting where elections are held;
- report on the work of the SCA Fall Fundraising Event Committee to the Executive Board upon request of the Executive President;
- provide an annual written report of the work of the SCA Fall Fundraising Event Committee to the Executive President; and
- transition their successors.

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

Committee Membership

The SCA Fall Fundraising Event 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 Fall Fundraising Event Chairpersons.

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

The Ways and Means Treasurer will handle all monetary transactions for the SCA Fall Fundraising Event.

Responsibilities

The SCA Fall Fundraising Event Committee shall plan and execute a fall fundraising event.

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The Executive Treasurer shall secure event liability insurance for the SCA Fall Fundraising Event or amend the current liability insurance to include the event by either changing the dates of coverage or adding more coverage.

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

SENIOR AWARDS

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 in the graduating class shall be determined by their weighted GPAs, their names to be provided by the Guidance Department of the High School to 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 or the High School President at the Senior Awards Assembly in alphabetical, not numeric, order.

Awards shall be paid directly to the individual student.

POLICY THIRTY-ONE

SENIOR FROLIC COMMITTEE

(See Bylaws Article XVI, Section 22)

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 the Senior parents. 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)

Each Spring, the Executive President, with assistance from the High School President and the GLCs for the Junior class, shall solicit a Frolic Chairperson(s) from among the Junior class parents. 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, and the General Membership Meeting where elections are held;
- submit proposed Frolic theme to the Executive President and High School President before action is taken thereon;
- provide regular Frolic status reports and financial updates to the Executive Board upon request of the Executive President;
- provide a detailed Frolic financial statement before the end of the fiscal year in August; and
- transition their successors.

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 Frolic 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.

Meetings

An organizational meeting shall be held in Spring of Junior year attended by all rising Senior class parents and presided over by the Frolic Chairpersons. At this meeting, 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. In the event Frolic Chairpersons have not been selected by the time of this organizational meeting, the Executive President shall preside over the meeting and the Frolic Chairpersons shall also be solicited.

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 Senior Frolic account and earmarked for that class.

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

Frolic Fundraising events, email and phone chains shall be the responsibility of the Grade Level Chairs for that class.

Manhasset School Community Association, Inc.

Event Security, Medical Coordinator and Student/Parent/Guest Orientation will be handled by the Manhasset School District Administration and Personnel.

The Senior Frolic Committee may expense a dinner for the Manhasset School District Administration and Personnel who chaperone the Frolic. The SCA High School President will be responsible for hosting the dinner and will coordinate the budget with the Frolic Chairperson(s).

Guidelines

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 shall finance the Frolic.
- Each class may hold one or more fundraising event(s) per year beginning in ninth grade, at their discretion and with the approval of the High School President.
- 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.
- Monies raised shall be deposited into the SCA Senior Frolic Account 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.
- Each Frolic must make a mandatory contribution equal to one-fifth of the current cost of fireproofing the gym ceiling. A Fireproofing Liaison shall be appointed who is responsible for obtaining the quote at the beginning of each Frolic. This contribution will be earmarked for future long-term Frolic capital needs.
- At the close of the fiscal year and after all Frolic expenses have been paid out, including the mandatory contribution for the ceiling fireproofing, the Frolic Committee may propose a gift to the school on behalf of the Frolic. The approval of the gift shall take place at the discretion of the Executive Board and must be approved in advance. Once all obligations are

Manhasset School Community Association, Inc.

satisfied, any funds remaining in the Frolic account will be earmarked for future long term Frolic capital needs.

- The SCA will not be responsible for any expenses in excess of revenue. The parents of the graduating class shall settle all accounts.
- Frolic Treasurer will 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 THIRTY-TWO

PARENT UNIVERSITY/FORMERLY KNOWN AS SPEAKERS BUREAU

Purpose

Parent University/formerly known as 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.

Committee Membership

Parent University/formerly known as Speakers Bureau shall be composed of: the High School and Middle School SCA Presidents, High School/Middle School GLCs, and the Director Guidance.

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' Parent University/formerly known as 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 THIRTY-THREE

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 and other school events, fees for exams, classroom supplies, summer activities, and dances.

Student Assistance Forms are available from the individual school SCA President.

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 shall 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 for payment.

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

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.

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 \$350 or less per student.

Amounts in excess of \$350 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 \$350.

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 THIRTY-FOUR

SUMMER STUDIES AWARDS COMMITTEE

(See Bylaws Article XVI, Section 23)

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 Vice-Chairperson to serve a three-year term. The first year, the appointee shall serve alongside the current Chairperson

Manhasset School Community Association, Inc.

as the Vice-Chairperson. The second year, the appointee shall serve as the Chairperson. The third year, the appointee shall serve as the past Chairperson. The appointee cannot have a child or relative attending the Manhasset High School. (See 4th paragraph under Committee Membership.)

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, and the General Membership Meeting where elections are held;
- report on the work of the Summer Studies Awards Committee to the Executive Board upon request of the Executive President;
- provide an annual written report of the work of the Summer Studies Awards Committee to the Executive President;
- attend the 11th Grade Parent Meeting to explain the program
- Attend the Junior Class Meeting and/or email students to explain the program; and
- transition their successor.

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

Committee Membership

The Summer Studies Awards Committee shall be composed of the Chairperson, the Vice-Chairperson, the immediate past Summer Studies Chairperson, a current or former Executive Board member, two SCA members, one community member, and one faculty member including current and/or retired teachers, staff members, district coordinators, administrators, or guidance counselors.

Each Committee member must be available to attend all student interview days.

No committee member may have a child or relative that is or will be in the Junior class at any time during their tenure on this Committee.

Because the chairperson must remain on this committee for a third year as immediate past Summer Studies Chairperson, no one shall be appointed as a vice-chairperson of this committee if they have a child or relative attending Manhasset High School.

Meetings

Interviews shall be held on one or two consecutive days depending on the number of applicants, in the Spring of the Junior year. Award recipients shall be chosen at the conclusion of the interview process.

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Procedures

The Summer Studies Award packet shall be emailed 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.

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.

All committee members are equal voting members and every member must be present for the entire interview and selection process.

No reimbursements shall be made after the close of the SCA's fiscal year.

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 THIRTY-FIVE

WAYS AND MEANS COMMITTEES

(See Bylaws Article XVI, Section 24)

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 Ways and Means Committees include the SCA Fair Committee, the SCA Fall Fundraising Event 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 SCA Fall Fundraising Event, 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 SCA Fall Fundraising Event, and *Champions for Charity*®.

POLICY THIRTY-SIX

WEBSITE COMMITTEE

(See Bylaws Article XVI, Section 25)

Purpose

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

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 Webmaster shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President, and the General Membership Meeting where elections are held;
- report on the work of the Website Committee to the Executive Board upon request of the Executive President; and
- transition their successor.

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 and four editors representing each School selected, if possible, from the responses to the volunteer solicitation and appointed by the School Presidents.

Meetings

The Committee shall confer weekly.

Manhasset School Community Association, Inc.

Responsibilities

The Webmaster is responsible for:

- maintaining the overall Website, including updating all content;
- acting as liaison with the SCA Executive President and Chairpersons of the Executive Committees to collect and post current information;
- final editorial approval over all content;
- 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 information to all subscribers including, but not limited to, Special Highlights when directed by the Executive President;
- writing and distributing *Weekly Highlights*; and
- server and database maintenance
- annual registration of the domains manhassetsca.org and manhassetsca.com.

The Executive Treasurer is responsible for:

- payment of all billings related to domain registration, site maintenance and email or other electronic communication services.

The Website editors are responsible for:

- acting as liaison with the SCA Parent Council and the Publicity/Social Media 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.manhassetsca.org) for:

- up-to-date information regarding individual school meetings and functions;
- school closings;
- weekly updates;
- community events;
- and can sign up to receive automatic email updates.

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 without the prior approval of the Executive Board.

POLICY THIRTY-SEVEN

WHISTLEBLOWER POLICY

The SCA requires all volunteers to observe high standards of ethics in the conduct of their duties and responsibilities. As representatives of the SCA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

The Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns internally so that the SCA can address and correct inappropriate conduct and actions. It is the responsibility of all volunteers to report concerns about violations or suspected violations of law or regulations that govern the SCA's operations.

No Retaliation

It is contrary to the values of the SCA for anyone to retaliate against any member or volunteer who in good faith reports an ethics violation, or a suspected violation of law, suspected fraud, or suspected violation of any regulation governing the operations of the SCA. A board member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including removal from office.

Reporting Procedure

The SCA has an open door policy and suggests that volunteers share their questions, concerns, suggestions or complaints with the Executive Board. Complaints or concerns about suspected ethical and legal violations should be submitted in writing to the SCA's Executive Secretary, who has the responsibility to investigate all reported complaints. Concerns or complaints may also be submitted in writing directly to an Executive Board Member.

The SCA's Executive Board is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Secretary will advise the Executive Board of all complaints and their resolution.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have a reasonable grounds for believing the information disclosed indicates a violation. Any allegation that prove not to be substantiated and

which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

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

Handling of Reported Violations

The Executive Secretary will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

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**

Manhasset School Community Association, Inc.

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New York State
Department of State
Division of Corporations, State Records
and Uniform Commercial Code
41 State Street
Albany, NY 12231
www.dos.state.ny.us

CERTIFICATE OF AMENDMENT
OF THE
CERTIFICATE OF INCORPORATION
OF

The Manhasset School Community Association, Inc.
(Insert Name of Domestic Corporation)

Under Section 803 of the Not-for-Profit Corporation Law

FIRST: The name of the corporation is:

The Manhasset School Community Association, Inc.

If the name of the corporation has been changed, the name under which it was formed is:

SECOND: The date of filing of the certificate of incorporation with the Department of State is:

July 19, 1978

THIRD: The law the corporation was formed under is: Not-For-Profit Corporation Law

FOURTH: The corporation is a corporation as defined in Section 102(a)(5) of the Not-for-Profit Corporation Law. The corporation is a Type A corporation. If the corporate purposes are being enlarged, limited or otherwise changed, the corporation shall be a Type A corporation.

FIFTH: The amendment effected by this certificate of amendment is as follows: (Set forth each amendment in a separate paragraph providing the subject matter and full text of each amended paragraph. For example, an amendment changing the name of the corporation would read as follows: "Paragraph First of the Certificate of Incorporation relating to the corporate name is hereby amended to read in its entirety as follows: First: The name of the corporation is ... (new name) ...")

Paragraph of the Certificate of Incorporation relating to

Article II; Section 1
Purpose

is hereby [check the appropriate box(es)] ☐ added to read in its entirety as follows or ☒ amended to read in its entirety as follows:

ARTICLE II - PURPOSE

Section 1. The purpose of the SCA, which represents all families and all schools in the Manhasset Public School District, is:

DOS-1553 (Rev. 12/04)

• to advocate for all students in the

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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, ethnic, 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
- Nothing herein shall authorize the corporation to operate or maintain a charter school, a nursery school, an elementary school or a secondary school.
- Paragraph of the Certificate of Incorporation relating to

is hereby [check the appropriate box(es)] ☐ added to read in its entirety as follows or ☐ amended to read in its entirety as follows:

Paragraph of the Certificate of Incorporation relating to

DOS-1553 (Rev. 12/04)

Manhasset School Community Association, Inc.

is hereby [check the appropriate box(es)] ☐ added to read in its entirety as follows or ☐ amended to read in its entirety as follows:

[DETACH THIS PAGE IF NOT NEEDED]

SIXTH: The Secretary of State is designated as agent of the corporation upon whom process against it may be served. The address to which the Secretary of State shall forward copies of process accepted on behalf of the corporation is:

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

SEVENTH: The certificate of amendment was authorized by: [Check the appropriate box]

- ☒ The amendment was authorized by a vote of a majority of the members at a meeting.
☐ The amendment was authorized by the unanimous written consent of the members entitled to vote thereon.
☐ The amendment was authorized by a vote of a majority of the entire board of directors. The corporation has no members.


(Signature)

Mimi Donohue Executive President
(Name and Title of Signer)
516-627-5813

STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
Albany, New York

CONSENT TO FILING WITH THE DEPARTMENT OF STATE
(General Use)

Consent is hereby given to the filing of the annexed certificate of amendment

of The Manhasset School Community Association, Inc.
(name of entity)

pursuant to the applicable provisions of the Education Law, the Not-for-Profit Corporation Law, the Business Corporation Law, the Limited Liability Company Law or any other applicable statute.

This consent is issued solely for purposes of filing the annexed document by the Department of State and shall not be construed as approval by the Board of Regents, the Commissioner of Education or the State Education Department of the purposes or objects of such entity, nor shall it be construed as giving the officers or agents of such entity the right to use the name of the Board of Regents, the Commissioner of Education, the University of the State of New York or the State Education Department in its publications or advertising matter.

IN WITNESS WHEREOF this instrument is executed and the seal of the State Education Department is affixed.

RICHARD P. MILLS
Commissioner of Education

By: Seth D. Gilboord
Seth D. Gilboord

Commissioner's authorized designee

SEP 19 2007

Date _____

THIS DOCUMENT IS NOT VALID WITHOUT THE SIGNATURE OF THE COMMISSIONER'S AUTHORIZED DESIGNEE AND THE OFFICIAL SEAL OF THE STATE EDUCATION DEPARTMENT.

Manhasset School Community Association, Inc.

07 10 15 001283

CERTIFICATE OF AMENDMENT
OF THE
CERTIFICATE OF INCORPORATION
OF

The Manhasset School Community Association, Inc.
(Insert Name of Domestic Corporation)

Under Section 803 of the Not-for-Profit Corporation Law

Filer's Name The Manhasset School Community Association, Inc.

Address P.O. Box 33

City, State and Zip Code Manhasset, NY 11030

NOTE: This form was prepared by the New York State Department of State. It does not contain all optional provisions under the law. You are not required to use this form. You may draft your own form or use forms available at legal stationery stores. The Department of State recommends that all documents be prepared under the guidance of an attorney. Please be sure to review Section 804 and Section 404 of the Not-for-Profit Corporation Law to determine if any consents or approvals are required to be attached to this certificate of amendment. The certificate must be submitted with a \$30 filing fee.

For Office Use Only

mk

STATE OF NEW YORK
DEPARTMENT OF STATE

OCT 15 2007

FILED

TAXS

BY: *W. Nassau*

2007 OCT 15 PM 2:04

RECEIVED

-5-

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.

A458945

Manhasset School Community Association, Inc.

STATE OF NEW YORK)

SS.:

COUNTY OF NASSAU)

Diane S. Harragan, Louise Reebel, Ellen Marcus,
Mary Lee Adams, Joan Eigo, Carolyn Donohue, Diane Bent and
Barbara Callan being duly sworn depose and say:

That they are the subscribers of the foregoing
Certificate of Incorporation of THE MANHASSET SCHOOL
COMMUNITY ASSOCIATION, INC., pursuant to the Not-For-
Profit Corporation Law of the State of New York.

That the said Certificate of Incorporation is
for the incorporation of THE MANHASSET SCHOOL COMMUNITY
ASSOCIATION, an existing unincorporated association.

That the subscribers of said Certificate of
Incorporation constitute a majority of the members of a
committee duly authorized, by vote of the membership at
a meeting held on January 5, 1978, to incorporate said
THE MANHASSET SCHOOL COMMUNITY ASSOCIATION.

Diane S. Harragan
(Diane S. Harragan)

Joan Eigo
(Joan Eigo)

Louise Reebel
(Louise Reebel)

Carolyn Donohue
(Carolyn Donohue)

Ellen Marcus
(Ellen Marcus)

Diane Bent
(Diane Bent)

Mary Lee Adams
(Mary Lee Adams)

Barbara Callan
(Barbara Callan)

Sworn to before me

this 9th day of January, 1978.

Edwin J. Harragan, Jr.
Notary Public

EDWIN J. HARRAGAN, JR.
Notary Public, State of New York
No. 30-1680500 Nassau County
Term Expires March 30, 1979

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Manhasset School Community Association, Inc.

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.

Louise Reebel

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

Ellen Marcus

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

Mary Lee Adams

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

Joan Eigo

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

Carolyn Donohue

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

Diane Bent

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

Barbara Callan

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

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STATE OF NEW YORK)
: SS.:
COUNTY OF NASSAU

On this 9th day of January, 1978, before me personally came Diane S. Harragan, Louise Reebel, Ellen Marcus, Mary Lee Adams, Joan Eigo, Carolyn Donohue, Diane Bent and Barbara Callan, known to me to be the persons described in and who executed the foregoing Certificate of Incorporation and they duly acknowledged to me that they severally and independently executed the same.


Notary Public

EDWIN J. HARRAGAN, JR.
Notary Public, State of New York
No. 30-1600800 Nassau County
Term Expires March 30, 1979

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Do not file 58945
will

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
[Signature]

P Nassau
Type A

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

5

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.

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[New Search](#)

[Division of Corporations, State Records and UCC Home Page](#) [NYS Department of State Home Page](#)

Manhasset School Community Association, Inc.



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@reg.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.reg.state.ny.us/charities/charities.html>.

Manhasset School Community Association, Inc.

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

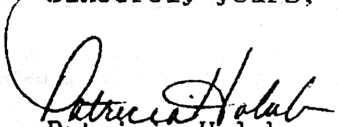
Dear Sir or Madam:

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.

Manhasset School Community Association, Inc.

Internal Revenue Service

District
Director

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

Department of the Treasury

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

Date: MAR 21 1986

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.

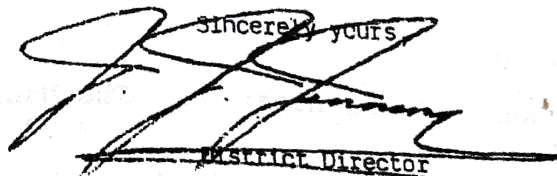
Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section 509(a)(1) & 170(b)(1)(A)(vi). Your exempt status under section 501(c)(3)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

Letter 1050(DO)(7-77)

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 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.

A century 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 over one hundred years.

SCA EXECUTIVE PRESIDENTS

2023-2025 Claudine Fini and Melissa Napolitano
2021-2023 Kim Haggerty
2019-2021 Cathy Conniff and Leslie Fleck
2017-2019 Marybeth Accurso and Nancy Schlaefer
2015-2017 Lisa Grygiel
2014-2015 Tricia Cash
2013-2014 Renee Press
2011-2013 Christy Wepler
2009-2011 Karen Blando
2007-2009 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 Dunne
1977-1979 Diane Harragan
1975-1977 Barbara Woodring
1973-1975 Helen Conte
1971-1973 Clare Heinzen
1971-resigned Vi Perrin
1969-1971 Mary Ryther
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

Manhasset School Community Association, Inc.

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 Sengstaken
1939-1941 Dorothea Gray Baily
1937-1939 Mrs. Grenville Anderson
1935-1937 Mrs. Clarence W. Fuller
1933-1935 Mrs. Wilbur Forrest
1932-1933 Mrs. Moritz
1929-1931 Mrs. J. L. Green
1928-1929 Mrs. Robert Stevenson
1926-1928 Mrs. I. H. Smart
1924-1926 Mrs. Charles 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

2023-2025 Maria Herrington
2021-2023 Rachel Harley
2019-2021 Janet Diaso
2017-2019 Beth Miller
2015-2017 Jeanette Reilly
2013-2015 Caroline Kenlon
2011-2013 Lisa Belinsky
2009-2011 Jeanine Toes
2007-2009 Jeannette Reilly
2005-2007 Lynn 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

Manhasset School Community Association, Inc.

1989-1991 Barbara Pelletieri
1987-1989 Louise Cortegiano
1985-1987 Dede Keating
1983-1985 Ann Flinter
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

2023-2024 Dianne Tolentino
2022-2023 Jenna Post
2020-2022 Markella Maliagros
2018-2020 Michelle Longobardi
2016-2018 Whitney Godfrey
2014-2016 Kim Haggerty
2012-2014 Michaela Sheridan
2010-2012 Laura Tranchina
2008-2010 Caroline Kenlon
2007-2008 Kathy McIntee
2006-2007 Sandy Demitroff
2004-2006 Lucille Gaffney
2002-2004 Wendy Bennett
2000-2002 Lois Morelli
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. Edward Caler

**SCA PRESIDENTS
MUNSEY PARK SCHOOL**

2022-2024 Teri Ann Quinlan
2020-2022 Catharine Croce
2018-2020 Christine Schwartz
2016-2018 Noreen LaBenne
2014-2016 Cathy Conniff
2012-2014 Liz Tomaselli
2010-2012 Tricia Cash
2008-2010 Christy Wepler
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 Edith Kulla
1959-1960 Mrs. Robert Brockway
1949-1950 Mrs. Elmo Christensen

**SCA PRESIDENTS
SHELTER ROCK SCHOOL**

2023-2025 Laura Matina
2021-2023 Susan Siris
2019-2021 Anna Oncel
2017-2019 Victoria Grassano
2015-2017 Leslie Fleck
2013-2015 Kristin Mulholland
2011-2013 Nancy Schlaefer
2009-2011 Mary Jane Reilly

Manhasset School Community Association, Inc.

2007-2009 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 Dunne
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