



Organizational Handbook

This handbook was created to identify the organizational structure, roles and responsibilities of individuals within the association. It was advocated as a means to share information among board members. This document will be updated annually. Revisions should be made at the May Executive Board meeting. An updated copy will be made and sent to all Executive and Regional Board members over the summer.

Revision: April 2011

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Affiliation with NMSA

Established in 1973, National Middle School Association (NMSA) serves as a voice for professionals, parents, and others interested in the educational and developmental needs of young adolescents (youth 10 – 15 years of age). NMSA is the only national educational association exclusively devoted to improving the educational experiences of young adolescents.

NMSA has over 30,500 members in more than 50 countries including teachers, principals, parents, college faculty, central office administrators, educational consultants, and community leaders. In addition, NMSA has 57 state, provincial, and international affiliates that work to provide middle level support at a more local level.

NMSA's 19 member Board of Trustees is elected annually. NMSA also has working committees and task forces that focus on specific areas:

- Curriculum
- Professional Preparation
- Publications
- Research
- Rural and Small Schools
- Urban Issues

For more information or assistance, please contact:

Coordinator of Affiliate Services
Derek Neal
National Middle School Association
4151 Executive Parkway Suite 300
Westerville, Ohio 43081
Telephone: 614-895-4730
Phone: 1-800-528-NMSA
Fax: 614-895-475
Email: dneal@nmsa.org

NMSA Website: www.nmsa.org

Pennsylvania Middle School Association

Promoting Best Practices for Middle Level Education

Mission Statement:

Our association is dedicated to the principle of maximizing each student's achievement in a safe, innovative and developmentally appropriate environment.

Belief Statements:

PMSA is the leading advocate for middle level education in the state of Pennsylvania and the association (PMSA) will promote and enhance the role of middle level education in Pennsylvania

We Believe. .

- Middle level educators should be dedicated to and knowledgeable about young adolescents.
- Successful schools for young adolescents possess a culture and climate that are based on a shared vision, collaboration, and an inviting, supportive and safe environment.
- A variety of developmentally-appropriate instruction and assessment practices enhance the learning of the young adolescent.
- Middle level curriculum and instructional strategies should provide opportunities for social, emotional, cognitive and physical development for young adolescents.
- Middle level education should continue to be addressed in state regulations and mandates, and that all stakeholders need to be involved in future changes of regulations related to middle level education
- Parents, families, business partners and community members are important stakeholders in middle level education.
- Research on best practices, including all middle level program dimensions (personnel, guidance, administration, developmental needs, instruction, assessment and grouping practices), should be conducted and the findings disseminated.
- Collaborations should be expanded with higher education to provide professional development opportunities, training for pre-service teachers as well as current practitioners in middle level education.

- PMSA should provide ongoing professional development opportunities and consultative services for middle level educators, parents and stakeholders.

April 2010

PMSA – A Historical Perspective

1970's

- The organization originated in 1975.
- It was first known as the Western Pennsylvania League of Middle Schools.
- The first newsletter was published in 1976.
- The 1975 conference, held at Raystown Lake, was a working conference. Participants were assigned to groups and the sessions produced position papers on selected topics.
- Dr. Donald Eichhorn was the keynote speaker at Trinity Middle School on April 3, 1976. Dr. Eichhorn's comments included the following: "Middle school should be an experience center. Students should experience as many things as possible in an exploratory manner." "Middle school should not be rigid and institutionalized. It should be open and receptive to new ideas."
- The first constitution was approved October 20, 1977.
- Article II – Purpose – The purpose of the Western Pennsylvania League of Middle Schools shall be the general improvement of education for students of middle school age (10 – 14 years).
- In 1977, an affiliation with the National Middle School Association was initiated. The Eastern and Western Leagues of Middle Schools became known as the Pennsylvania Middle School Association.

1980's

- The Embers Hotel and Conference Center in Carlisle was the site of the first statewide conference.
- Ann Moniot was elected as the first Executive Secretary for the organization.
- A \$1200 state budget was approved; with the Eastern and Western Regions each being assessed \$600 to cover this cost.
- Ed Smith, Western Region, and Bill Daniels, Eastern Region, were elected as the first Pennsylvania Trustees to the National Middle School Association.
- Conference registrations numbered in the 200-range and the newsletter evolved into a more professional format.
- Len Ference was appointed to the NMSA Executive Board as Eastern Region Trustee.

1990's

- The position of Executive Secretary was changed and Len Ference was named the first Executive Director of PMSA.
- The PMSA Mission Statement is to articulate and promote the philosophy of middle level education at the state and local levels.
- An Awards program was begun to honor excellence in teaching, programs and students.
- The webpage, www.pmsa.org went online.
- Parent Advisory Committee was established.
- Parents became members of the Regional and State Executive Boards.
- The state treasury is approaching \$100,000
- Two new regions were established and a plan for future growth was approved.

2000's

- The Student Award was created under Joan Spicher's (Jarrett) presidency. This award was intended to honor students who make positive contributions to their school and community.
- Dual membership for PMSA and NMSA is researched and instituted for individual members.
- The Student Award is named the "Joan Spicher (Jarrett) Student Award" as the spring 2001 Executive Board Meeting.
- Don Eichhorn passes away in November 2001.
- The Board investigates the possibility of a paid Executive Director position.
- Len Ference is hired as Executive Director for 2002-03.
- PMSA becomes incorporated in the fall of 2003.
- Robert David, Western Region, and Joan Spicher (Jarrett), Eastern Region, were elected as Trustees to the National Middle School Association.
- PMSA is asked to host the 2005 NMSA annual conference in Philadelphia
- PMSA became an Act 48 Provider for the Pennsylvania department of Education
- PMSA changed the format of its state conference to better align with a Act 48 and thus it is now referred to as Professional Development Institute.
- PMSA became a leading force in the formation of a state affiliate of the Learning First Alliance..

▪ PMSA Organizational Structure

Geographic Regions:

Current Regions:	East, Central, Northwest, Southeast, West
Regions to be formed:	Northeast, South Central

Officers:

Executive Director	Executive Secretary
President	Recording Secretary
President Elect	Treasurer
Past President	Director of Public Relations

Executive Council:

Executive Director	Western Region President (or Designee)
President	Central Region President (or Designee)
Past President	Northwestern Region President (or Designee)
Eastern Region President (or Designee)	
Southeast Region President (or Designee)	
One Executive Board Member	

Executive Board:

The Executive Board is currently comprised of five regions. The formation of two new regions has been approved. These regions will be entitled to representation on the Executive Board once they have formed their regional boards. When all seven regions are fully developed, the Executive Board will be comprised of twenty-eight (28) voting members. Each of the seven regions will have three (3) educators.

Committees of the Board:

These committees are selected by the Executive Board and are subject to change as deemed by the Executive board

- Professional Development Institute
- Public Relations/Communications
- Technology
- Professional Development

Stipend Positions:

Executive Director – as per contract	Director of Public Relations - \$570
President - \$1070	PDI Chairs - \$570
Treasure - \$570	Newsletter Editor - \$570
Executive Secretary - \$570	

By-Laws
Of
Pennsylvania Middle School Association
(A Pennsylvania Non-Profit Corporation)

Article I – Name

The name of this corporation shall be Pennsylvania Middle School Association, hereafter referred to as the Association.

Article II – Purposes

The purpose of the Association shall be the general improvement of education for students of middle school level age. Specifically the Association shall:

1. Develop a network between middle schools in the state and organizations and agencies with related interests.
2. Develop a model for the transition process from another school organization to a middle school.
3. Develop the middle school as a distinct entity and promote its recognition as such, thereby insuring representation of the middle school in all educational decision-making settings within the state.
4. Assist the state in developing plans for evaluating middle school programs.
5. Develop and improve the curriculum, staff development, school planning, and other phases of middle school education.
6. Encourage research focused on middle school education and facilitate the sharing of such research.
7. Serve as a clearing house for the exchange of ideas, materials, personnel and research needed for the continued development of effective middle schools.

Article II – Membership

Institutional membership in the Association shall be open to any educational institution, which serves middle school students, and to any city, county, or state office and colleges or departments of education interested in the improvement of education at the middle school level. Individual membership is open to teachers, support staff and administrators in public and private schools serving students of middle school age, parents of these students, higher education faculty and students, and other interested individuals.

Article IV – Administration

Section I

The governing body of the Association, hereafter referred to as the Executive Board, shall be composed of representatives from regions as established by the Executive Board. The Executive Board shall establish the number of representative on the board from each region.

Section II

A member in good standing of the Executive Board shall be a board member who makes a maximum effort to attend Executive Board functions.

Section III

The Executive Director, President, President-Elect, Past President, Executive Secretary, Recording Secretary, Treasurer and Director of Public Relations shall be elected by the Executive Board. The responsibilities of these officers, the tenure of office, and expense compensation for each shall be determined by the Executive Board.

Section IV

The Executive Board shall (1) formulate and approve policies for the Association; (2) adopt the annual budget; (3) establish committees to assure fulfillment of the purposes of the Association; and (4) be custodian of the property of the Association.

Article V – Officers

The officers of the Association shall be an Executive Director, a President, a President-Elect, a Past President, and Executive Secretary, a Recording Secretary, a Treasurer and a Director of Public Relations.

Section I

Executive Director: The Executive Board shall approve annually a contract between the organization of PMSA and a candidate for PMSA’s Executive Director for services rendered. The Executive Director shall serve as an ex officio member of the Pennsylvania Middle School Association. The Executive Director shall be responsible for advancing the philosophy and the mission of the Association.

Section II

President: The President shall be a member of the Executive Board in good standing. The President shall be elected by the Executive Board. The President shall

call meetings of the Executive Board. The President shall preside at all meetings of the Executive Board and all state conferences of the Association.

Section III

President Elect: The President-Elect shall be a member of the Executive Board in good standing. The President-Elect shall be elected by the Executive Board. The President-Elect shall serve as a member of the Executive Board, serve as Parliamentarian of the Association, and assume other responsibilities as may be assigned by the President of the Association.

Section IV

Past President: The Past President shall be a member of the Executive Board in good standing. The Past President shall help the President in the transition to the office and be a resource person for the President.

Section V

Executive Secretary: The Executive Secretary shall be a member of the Executive Board in good standing. The Executive Secretary shall be elected by the Executive Board. The Executive Secretary shall be responsible for all Executive Board and membership correspondence.

Section VI

Recording Secretary: The Recording Secretary shall be a member of the Executive Board in good standing. The Recording Secretary shall be elected by the Executive Board. The Recording Secretary shall record and distribute the Minutes of Executive Board meetings to the Executive Board.

Section VII

Treasurer: The Treasurer shall be a member of the Executive Board in good standing. The Treasurer shall be elected by the Executive Board. The Treasurer shall receive, transfer and disburse the funds of the Association and together with the Executive Board make an annual accounting of the Association's financial affairs to the members of the Association.

Section VIII

Director of Public Relations: The Director of Public Relations shall be a member of the Executive Board in good standing. The Director of Public Relations shall be

elected by the Executive Board. The Director of Public Relations shall produce communications as directed by the Executive Board and chair the Communications Committee

Article VI – Terms of Office

The officers of the Association shall be elected by the Executive Board annually before the end of the fiscal year.

Article VII – Expense Compensation

The Executive Board shall review and determine expense compensation for executive office positions annually.

Article VIII – Succession of Officers and Board Members

Section I

In the event of a vacancy of an officer, the vacancy shall be filled in a timely manner by action of the Executive Board.

Section II

In the event of a vacancy on the Executive Board, the vacancy shall be filled by someone from the region in which the position has been vacated.

Article IX – Meetings

The Executive Board of the Association shall meet biannually and at other times as determined by the President, Executive Director, and/or the Executive Board.

Article X – Amendments

An amendment to these by-laws may be initiated by the Executive Board. Notification of all proposed amendments shall be transmitted to Executive Board members by mail (e-mail). Voting for ratification of all proposed amendments shall be by separate written ballot mailed to each Executive Board Member. Adoption of such amendments shall be by simple majority vote of the Executive Board.

Article XI – Assets on Dissolution

Upon the dissolution of the Association, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of the all of the assets of the Association in such manner, or to such organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under section 501 I(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the country in which the principal office of the Association is then located, exclusively for such purposed as said Court shall determine, which are organized and operated exclusively for such purposed.

Article XII – Executive Council

An Executive Council shall be in existence. Its membership shall be comprised of the Executive Director (non-voting), President, Past President, Presidents or their designee of each region and one Executive Board Member. The Executive Council shall be empowered to make business decisions of a pertinent nature between meetings of the Executive Board.

Article XIII – Guidelines

Guidelines for the Regional Boards shall be established by the Executive Board.

Article XIV – Fees and Dues

The Executive Board shall review and/or determine annually all fees and dues for the Association.

Article XV – Fiscal Year

The fiscal year of the Association shall be from July 1 of any given year, and continue through June 30 of the succeeding year.

Article XVI – Quorum

A majority of the Executive Board shall constitute a quorum for any official business meeting.

Article XVII – Committees

Standing and special committees of the Association shall be appointed by the Executive Board. All directions for committee activities shall be provided by the Executive Board.

Article XVIII – Expenditures

The funds of the Association shall be disbursed in accordance with an annual budget as approved by the Executive Board. A majority of the members of the Executive Board must approve the budget annually. The Treasurer shall receive, transfer, and disburse the funds of the Association at the direction of the Executive Board.

Article XIX – Audit

An external audit shall be conducted annually. It is the responsibility of the Executive Board to approve the auditor.

Article XX – Robert’s Rule of Order

Robert’s Rule of Order Revised shall be the authority governing all matters and procedures not otherwise specified in the By-Laws.

PENNSYLVANIA MIDDLE SCHOOL ASSOCIATION

AMENDED ARTICLES OF INCORPORATION

ARTICLE 10. ADDITIONAL PROVISIONS

- a. The corporation is organized exclusively for charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code.
- b. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause thereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue code, or corresponding section of any future federal tax code.
- c. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Pennsylvania Middle School Association

Conflict of Interest Guidelines and Procedures

A conflict of interest is defined as any situation in which an individual use or authorizes the use of the influence or authority of his/her position with the Association to further the personal or financial interests of the individual.

The Association distinguishes between conflicts, which arise from activities sponsored or otherwise controlled by the Association, and those that arise from other activities or situations.

Conflicts Arising from Activities Sponsored or Otherwise Controlled by PMSA

No Board Member shall accept any monetary payment, including any honorariums, from the Association for any contracts, work, service or engagements, specifically including without limitation any speeches or writing, which arise from any activities sponsored or otherwise controlled by the Association.

Monetary payment as provided herein does not include reimbursement for actual expenses incurred for food, travel, lodging, and payment to the individual school district for the cost of hiring substitute teachers if needed.

In the event that circumstances arise wherein either the individual or the Association desires to proceed notwithstanding such conflict, a full disclosure of the material facts must be made. The conflict may be waived by a vote of the majority of the disinterested Board Members, whether such action is taken by the full Board or in the interim between Board meetings by Executive Council.

Conflicts Arising from Other Activities or Situations

The Association discourages conflicts of interest, which arise from activities not sponsored or otherwise controlled by the Association. Such conflicts can arise from using the position of ones board membership to secure commercial ventures, using Association resources for personal gains for representing or holding oneself or any other entity with which one is associated out for commercial purposes as a Board Member of the Association.

In the event that a Board Member discovers that such a conflict will or is likely to arise, the Association encourages that such individual's position not be used as a means to enhance or promote one's own personal or pecuniary gain. Further, the Association encourages that any individual facing a potential conflict review and discusses the matter with the Executive Director.

Board Member Conflict of Interest

1. A Board Member who acts as a consultant must enter a non-exploitation agreement to be initiated and monitored by the President and legal counsel of the Association.
2. All Board Members shall execute a conflict of interest statement on a yearly basis, to be completed at the opening of the first meeting of the calendar year. These statements will be kept on file with the President and Executive Director.
3. Any Board Member who has any professional, business or volunteer responsibility outside of the Association that could predispose or bias him/her in any way regarding an issue before the Association must disclose the matter before any discussion on the issue.
4. A Board Member shall avoid conflicts of interest between positions within the Association and their personal affairs. If such a conflict arises, Board Members shall declare that the conflict exists before the Board and refrain from voting on any matters concerning the said conflict.
5. The President and/or majority of the Board may determine that an individual Board Member has a conflict of interest and may declare so and require that the Board Member be excused from the discussion and voting on an issue.

As a Board Member of PMSA, I agree to abide by these guidelines.

Name/Signature

Date

Adopted by the PMSA Executive Board January 18, 2003

Roles and Responsibilities PMSA Executive Board Members

- Attendance at all board meetings is required. If a member is unable to attend, they must notify the board president in a timely fashion. The executive board and the regional boards have attendance policies that will be enforced. Failure to follow these policies may result in removal from the board. These policies take into account that at times there may be unavoidable conflicts or emergencies that prevent a member from attending a meeting occasionally. The intent is to ensure that all members are productive and active participants in the mission of the organization.
- If a meeting is missed, it is the responsibilities of the board member to find out what information they have missed and if they have any responsibilities to complete prior to the next meeting.
- Board members need to make note of any assigned responsibilities they are given at board meetings and complete these in a timely manner. These responsibilities are also compiled and listed at the end of meeting minutes.
- All board members are expected to attend their regional conferences as well as the state conference.
- All members must have current membership in PMSA and NMSA.
- All members must be familiar with the Strategic Plan.
- All members are expected to stay current with information and publications that affect middle level education such as *This We Believe 2010* and *Turning Points 2000*.
- All members are expected to be active members on committees and assume a “fair share” of the workload.

Operational Guidelines for Board Meetings

Lodging

- Lodging arrangements will be made by the president for each executive board meeting or retreat. Costs will be paid for by PMSA covering the inclusive times of the meetings unless prior arrangements have been made with the President.
- Board members will be required to share rooms unless there is an extenuating circumstance that requires an individual to have a single room. This request must be approved by the president or the president's designee.
- If a board member would prefer a single room, he or she will be responsible for paying the cost of one half of the room rate for double occupancy.
- It is the responsibility of the board member to notify the president if he or she will be unable to attend the meeting and to cancel any room reservation made in their name, if necessary.
- If a board member must vacate a room prior to the approved check-out time, he or she must notify the president and the front desk.
- Any charges, other than the basic room cost, are the responsibility of the board member (i.e. phone calls, room service, movie rentals)

Meals

- Meals that are within the parameters of the meeting times will be paid for the PMSA. Costs will be paid for by PMSA covering the inclusive times of the meetings unless prior arrangements have been made with the President.
- Dinner reservations will be made at moderately priced restaurants.
- Board members who do not attend meals that are scheduled as a group function are responsible for their own meal expenses.
- If a breakfast is included with the lodging, board members who opt for other arrangements will be responsible for any costs incurred.

Transportation

- Transportation to and from board meetings is the responsibility of the individual. Transportation costs are not reimbursable.

Attendance

- Board members are expected to attend all regularly scheduled meetings of the board.
- Board members who are unable to attend a meeting must notify the president prior to the meeting.

Jobs of the Executive Board

The list of jobs is reviewed and updated yearly as so deemed by the Executive Board.

- Act 48
- Awards – to structure and facilitate the various awards given by PMSA
- Conference Chair.
- Elections
- Finance – to verse the fiscal operations of PMSA and the proposed budget.
- Governance – to oversee the constitutional operation of PMSA
- Government Advocacy
- Grants
- Higher Education/Research – to develop mutually beneficial relationships with higher education institutions and to conduct and disseminate middle level research to PMSA’s membership.
- Historian
- Hospitality
- Membership – to solicit annual membership to PMSA and coordinate their member benefits.
- Newsletter
- Officers
- Parent/student Advocacy
- Public Relations – to spread the word on middle level, via newsletter, and webpage, and e-mail blasts to stakeholders of middle level education.
- Schools to Watch

▪ Roles of the Committees

Committee members and chairpersons are appointed by the President and approved by the Executive Board. Committees establish annual goals and report their progress in fulfilling their goals at the Executive Board meetings. In addition, the President may appoint ad hoc or special committees as deemed necessary with the approval of the Executive Board.

Benefits of Membership in PMSA

- √ The annual state middle level Professional Development Institute (conference) is held at various locations throughout the state in March of each year. Member schools receive discount rates for this (Professional Development Institution (conference).
- √ Regional Professional development Institutes (conferences) are offered on pertinent local topics and hosted at various times and locations by the regional boards.
- √ Opportunities are available to share experiences and information with colleagues at both regional and state levels.
- √ The opportunity to obtain information through the PMSA website, which is located: www.pmsaweb.org
- √ Access to National Middle School Association resources:
 - NMSA National Middle School Conference
 - NMSA Affiliate Workshops
- √ PMSA Publications
- √ Discounted publications from NMSA and other middle level sources
- √ PMSA members offer in-service programs
- √ Consultation services available on middle level programs

For more information about PMSA, contact Len FERENCE at:

1750 South Market Street
Mechanicsburg, PA 17055

Election Procedures: PMSA Regional Boards

January 15

- Regional Boards will determine and/or establish the number of positions available/needed on their regional boards.
- Regional boards will notify those members whose terms expire on June 30th of the current year that they must run for re-election

February 1

- Regional boards begin call for candidates
- Candidates must be a member in good standing of PMSA as either an institutional or individual member
- Call for candidates is posted on the website, sent by e-blast to member schools, and published in newsletter

State conference (date varies)

- Call for candidates made at general session
- Application included in all conference packets
- 2nd e-blast calling for candidates

March 31

- Applications submitted to governance chairperson

April 1

- Applications forwarded to region presidents for review

April 10

- Regional boards finalize names and submit names to governance chairperson

April 15

- Governance chairperson prepares ballots for each region
- Candidate information is posted on website
- Ballots sent electronically to regional presidents for distribution

May 1

- E-blast to members reminding them to look for ballot and to check information on the website

May 15

- Deadline to return ballots either by fax or snail mail

May 16

- Regional presidents, PMSA president, and Executive Director notified of results
- Letters sent to newly elected/reelected members
- Results posted on website
- E-blast sent to membership regarding the results of the election along with an updated list of regional board members

July 1

- Newly elected/reelected members begin three year term

Guidelines

- Regions can determine the number of positions on their board
- Regions are encouraged to have a least one parent on the board who has a child in middle level at the start of their three year term
- Regions may invite individuals to attend board meetings to encourage their interest in running for election
- In the event that an individual resigns from the board before the expiration of his/her term, the region may appoint someone to fill the unexpired term.

Regional Operations

- Each regional must have a governance structure which is consistent with the PMSA Executive Board and in compliance with the PMSA By-Laws.
- All members of the regional board must be members of PMSA in good standing.
- Regional board members must be elected to their positions in accordance with the governance procedures of PMSA. The original board members will stand for election at the first scheduled region election following the acceptance of the region.
- All regions must enforce an attendance policy for region meetings that is consistent with the attendance policy of the Executive Board.
- All elected positions within the region must have terms ranging from one to five years. There is no limit to the number of times an individual may run for election to the board or to one of the officer positions.
- The number of regional board members is determined by the region but should be comprised of administrators, teachers, representatives of a variety of subject/grade levels, and parents. It is also recommended that regional boards include undergraduate students who are pursuing a career in middle level education and representatives from higher education.
- All regional board members must sign a conflict of interest statement provided by the Executive Director at the start of each year. (July 1)
- The region, through an election process of the region board will determine representation from the regions to the Executive Board. The Executive Board will determine the total number of representatives from a region to the Executive Board.
- Qualifications as a representative to the Executive Board include, but are not limited to, being an active and contributing member of the regional board who has demonstrated commitment to the board by consistent attendance.
- Each representative to the PMSA Executive Board will be given a term of office as determined by the Executive Board.
- Regions must hold no less than six (6) meetings during the school calendar year. These meetings must take place in a timely fashion with respect to meetings of the Executive Board in order to allow Executive Board representatives to communicate with regional boards.
- Minutes of all regional meetings must be submitted to the President of PMSA, the Executive Director of PMSA, the Treasurer of PMSA and all regional board presidents within one month of the region meeting. (If the region is discussing a private matter, the minutes need only reflect that an Executive session was held to discuss private issues.)

- A treasurer's report for each regional meeting must be submitted to the PMSA President, Executive Director, and the PMSA Treasurer. Monies in regional treasuries are considered PMSA funds.
- Regions must offer staff development opportunities for their area. This may include full day conferences, drive-in conferences, or workshops.
- Regional presidents must submit an article for each PMSA newsletter and should encourage board members to contribute articles to the newsletter.
- Regions may develop and distribute a regional newsletter.
- Regions are required to assist the Executive Secretary with the mission of maintaining, recruiting, and increasing PMSA membership within the region.
- Regions are required to supply information for the PMSA website including a list of officers, meeting dates and locations, professional development opportunities, and other information that benefits their membership. All information for the website should be sent to the webmaster in a digital format.
- Regions should encourage schools and/or individuals in the region to submit applications for the various award programs that are sponsored by PMSA including, but not limited to, the Eichhorn, Moniot, and Spicher (Jarrett) Awards.
- Regions may develop award recognition programs for their region that are in keeping with the mission and philosophy of PMSA.
- Regions are encouraged to seek partnerships with educational institutions, corporations, or other organizations that will help the region and PMSA to carry out their mission.

A region is a subsidiary of the Pennsylvania Middle School Association and is not a separate entity that operates outside of the jurisdiction or auspices of PMSA. All regional operations must be consistent with PMSA policies and procedures.

Application for the Establishment of a New Region

The application should include the following:

- √ Adoption of the PMSA By-Laws and mission statement.
- √ Goals and objectives of the proposed region.
- √ Description of the geographical area to be served by the region including a listing of Intermediate Units, schools (both public and private), and institutions of higher learning that are potential members.
- √ List of organizational meetings including agendas and minutes.
- √ Proposed members of the regional board (must be members in good standing of PMSA) and must include administrators, teachers, and at least one parent. It is also suggested that at least one representative from higher education is included on the regional board. The actual number of regional board members is at the discretion of the regional board.
- √ Officers of the proposed region including at a minimum: president, treasurer, and secretary. The regional board may establish other positions. All positions must have a term of office not to exceed five years.
- √ Calendar showing a minimum of six proposed meetings with the fiscal year (July 1 to June 30). The calendar should include the date, time and location of the proposed meetings.
- √ Evidence of professional development activities in support of middle level education including conferences, workshops and in-service sessions.

PMSA EXECUTIVE BOARD 2010-2011

PMSA Executive Board	Leonard Ference, Executive Director; Gail Heinemeyer, President; Paul Meck, Past President; Nancy Bowman, President Elect; Paul Meck, STW Chair; John Casey, Treasurer; Mary Beth Crago, Executive Secretary; Connie Stewart, Recording Secretary; Gail Heinemeyer & Herb Steffy, Professional Development Institute Co-Chair; Anneliese Ledebur, Newsletter Editor; Dan Park, Director of Public Relations; Executive Board Members: Kim Arp, Dave Brown, Rick Ford, Leighann Forbes, Megan Huchko, Kathy Johnson, Erik Leamon, T.J. Meloney, Eric Mineweaser, Valerie Meehan, Jim Smoyer, Bruce Vosburgh, Don Wagner, Karen Walker, Kelly Weaver, Fred Withum.
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PMSA Central Region Board Members

Central Region	Don Wagner, President; Karen Roof, Secretary; Connie Stewart, Treasurer; Board Members: John Casey, Mary Beth Crago, Jeff Tranell, Mike Maclay, Linda Brown, Jason Perrin, Renee Besecker, Carol Tancibok, Danielle Nastal, Lori Duffy, Lori Mowery, Jeremy Beers, Trevor Replogle, Chris Wilhelm, Karen Krisch, Kathy Kalbach, Travis Martin, Karen Wiser
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PMSA Eastern Region Board

East Region	Herb Steffy, President; Fred Withum, President-Elect; Paul Meck, Treasurer; Karen Walker, Secretary; Kelly Weaver, Past-President; Bob Ruder, Public Relations; Jessica Good, PDI Chair; Board Members: Stephanie Donner, Ed Kairise, Monica Mancini, Theresa Dostor, Dan Hartman, Kathy Johnson, Bethany Justice
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PMSA Northwest Region Board

Northwest Region	Leighann Forbes, President; Janice Whiteman, Treasurer; Kimberly Damcott, Secretary; Board Members: Dave Ashton, Kathy Benson, Stacy Camino, Kevin DeMarco, Karen Jez, Dave Koma, Erik Leamon, Anneliese Ledebur, Diana Madara, Eric Mineweaser, Fabienne Mir, Darcie Moseley, Sallie Newsham,
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	Dan Parks, Gary Weber, Janice Whiteman, Shirley Winschel, Kimberly Damcott, Stacie Wolbert
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PMSA Western Region Board

Western Region	Megan Huchko, <i>President</i> ; Rick Ford, <i>President-elect</i> ; Valerie Meehan, <i>Treasurer</i> ; Renae Callihan, <i>Secretary</i> ; Board Members: Sean Aiken, Nancy Bowman, Sue Frantz, Jacqueline Jaros, Marc Mayer, Julie Moore, Andrea Peck, Christy Saputo, Kristen Silbaugh, Jim Smoyer, Marie Palano, Larry Wendereusz.
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PMSA Southeast Region Board

Southeast	Bruce Vosburgh, <i>Acting President</i> ; Gail Heinemeyer, <i>Secretary</i> ; Steve Subers, <i>Treasurer</i> ; Board Members: David Brown, Kim Arp, Ed Merk, Lana Sampson, Anthony Stevenson, TJ Meloney, Beth Chaville-Fuller, Kevin Burke
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Pennsylvania Middle School Association

Swearing-in Procedure For New Officers

A member of the executive board conducts the swearing in ceremony for newly elected officers. This ceremony takes place at the final meeting of the board for the year at which time, the newly elected officers assume their positions.

Facilator: "The swearing in of our new officers is one of the most important traditions of our association. It places the responsibility and authority of leadership upon these elected officials and establishes a bond of commitment between them and the membership"

Please stand as your name is called and come to the front of the room:

President -

President-Elect -

Treasurer -

Executive Secretary -

Recording Secretary -

Public Relations Director -

"Will The Members Of The Board Please Stand And Face The New Officers"

Pledge of the board

"As a member of the executive board of the Pennsylvania Middle School Association, will you pledge your support and encouragement to these officers as they are about to be installed and will you assist them in promoting the mission of the Pennsylvania Middle School Association? If so please signify by saying, I will"

Thank You. Please be seated"

Swearing in of the officers

"As this board has just pledged their support to you, do you pledge to fulfill the individual duties and responsibilities of your elected office, to conduct yourselves in the best interest of the membership, and to promote the mission of the Pennsylvania Middle School Association? If so please signify by saying, I will"

Congratulations on assuming your office. On behalf of the executive board, I wish you a successful and productive year serving as the leadership of our association.

PMSA Member Benefits Program Endorsements

A member benefit program is defined as one which extends to PMSA members, as a direct result of membership in the Association, a savings or other benefit on a product or service made available to the members of an outside entity. General criteria to be applied to all member benefit programs sponsored by PMSA shall include the following:

1. Such programs must represent a clearly defined benefit for members of the Association.
2. The benefits to be provided must be of significant interest to a wide spectrum of the members of the Association.
3. The product or service to be offered must be of high quality and the company or organization whose product or service is being utilized must maintain a reputation for reliability and fine service.
4. Such programs shall not be limited to a specific number.
5. The negotiated benefit for a particular program shall be the greatest service value to the entire membership of the Association. The direct and indirect cost related to developing and administering the particular benefit program shall be borne by the supplier to the extent possible.

Exhibitor Policies

- Nondiscrimination – PMSA requires that an exhibitor not discriminate in its exhibit, in materials distributed, displayed or sold, or in any other manner against any person based upon race, religion, color, creed, sex, national origin, socioeconomic status, ancestry, marital status, sexual preference, age, handicap, or disability. PMSA reserves the right to decline or terminate an exhibitor in non-compliance.
- Rejection of Application – PMSA reserves the right to reject any application or to cancel rental or display space to any person or company whose display or conduct is, in the opinion of PMSA, incompatible with the general character or objective of the exhibition. The Exhibit Manager may restrict, prohibit or evict any Exhibitor who does not comply with the rules and regulations or whose exhibit, because of noise, method of operation, materials, or otherwise, may detract from the general character of the convention. In such event, Exhibitor shall restrict its exhibit or forfeit the exhibit space and immediately dismantle, remove and vacate the exhibit space upon demand as ordered by the Exhibit Manager.
- Interpretation and Amendment – Exhibit Manager shall have the power to interpret or amend these rules and regulations. Exhibitor agrees to abide by reasonable rules and regulations that may hereafter be adopted by Exhibit Manager, which shall be as much a part hereof as though fully incorporated into the contract.
- Payment of Past Debts – A company requesting exhibit space is responsible for ensuring that there are not outstanding debts between the applicant and PMSA. This shall include any past advertising debts incurred by applicant.
- Cancellation and Forfeiture – Any cancellation desired by Exhibitor must be made in writing to the Exhibit Manager. If no notice is given by Exhibitor, and exhibit space is not occupied by the end of the opening day of the convention, Exhibit Manager shall have the right to rent or otherwise utilize the space, and all funds paid by Exhibitor are forfeited. If the exhibition is cancelled or

postpones, the limit of any claim for damages of Exhibitor shall include any past advertising debts incurred by applicant.

Credit Card Processing and Security Policy

PURPOSE

The purpose of this policy is to define the guidelines for accepting and processing credit cards and storing personal cardholder information. The policy will help to ensure that cardholder information supplied to the Pennsylvania Middle School Association is secure and protected. The Association is complying with credit card company requirements and the Payment Card Industry Data Security Standard.

SCOPE

This policy applies to all PMSA Executive Board members. The policy pertains to all members that process, transmit, or handle cardholder information. The cardholder information may be in a physical or an electronic format.

POLICY

All transactions that the PMSA processes must meet the standards outlined in the policy.

Electronic credit card numbers should not be transmitted or stored on a personal computer or e-mail account. Electronic lists of customer's credit card numbers should not be retained. Credit card information should only be accepted online, by telephone, mail, or in person. This information should not be accepted via e-mail and members should not e-mail credit card information.

Physical cardholder data must be locked in a secure area. Access should be limited to individuals that require the use of the data. Access should also be restricted on a 'need to know' basis.

Only essential information should be stored. Do not store the Card Validation Code (also known as the Security Digits, V Code, or CID). Do not store users PIN's or the full data from a cards magnetic stripe.

Credit card information should only be retained for the time needed to process, or if retained for reconciliation, for as long as one-year maximum if necessary.

Credit card information, if it does not need to be retained, should be destroyed.

Information should be destroyed by shredding immediately after processing, or immediately after they no longer need to be retained.

Credit card receipts may only show the up to the last five digits of the credit card

number. If receipts show more than the last five digits, the receipts must be shredded or retained in a secure area.

All departments must comply with the Payment Card Industry Data Security Standard https://www.pcisecuritystandards.org/tech/download_the_pci_dss.htm

PROCEDURES

All credit card and debit card transaction acceptance, including web based transactions, must be initiated and controlled through the Treasurer. Because the sale of goods and services to entities outside the Association may raise special considerations, questionable sales issues should be reviewed by the Treasurer and Executive Director.

Members, who need to accept credit/debit cards and obtain a physical terminal to either swipe or key transactions, need to contact the Treasurer to execute the required procedures, obtain a Merchant Number, and be given direction as how to process those transactions for accounting purposes.

Under no circumstance will it be permissible to obtain or send credit card information, or transmit credit card information by e-mail.

The only approved payment mechanism for electronic transactions on the web for the PMSA is PNC's Merchant Services.

SANCTIONS

If the requirements of the policy are not followed, suspension of physical and/or electronic payment options will result. Fines may also be imposed by the affected credit card company.