



# **Pennsylvania Middle School Association Organizational Handbook**

This handbook was created to identify the organizational structure, roles and responsibilities of 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 date: July 2007

# Table of Contents

Mission and Belief Statements .....	3
Strategic Plan .....	4
Goals of the President .....	5
Budget .....	6
Affiliation with NMSA .....	7
Historical Perspective .....	8
PMSA Organization Structure .....	10
PMSA By-Laws .....	11
Conflict of Interest.....	18
Board Members Roles and Responsibilities .....	20
Operational Guidelines .....	21
Roles of the Committees.....	23
Membership Benefits of Membership in PMSA.....	25
Election Procedures .....	26
Regional Operations .....	28
Application for the Establishment of a New Region.....	30
PMSA Regions.....	31
Directories Executive Board .....	32
Central Region .....	35
Eastern Region .....	37
Northwest Region .....	39
Western Region.....	41

# **Pennsylvania Middle School Association**

## **Mission Statement:**

Promoting best practices for middle level education

## **Belief Statements:**

- Middle level educators should be dedicated to and knowledgeable about middle level students.
- A variety of teaching strategies enhances the learning of each child.
- The importance of parents as partners is recognized in creating a positive school climate.
- The middle school curriculum and teaching strategies provide opportunities for students.
- Middle level education should be addressed in state regulations and mandates.
- Research and findings, which include all middle level program dimensions (personnel, guidance, administration, developmental needs, and grouping practices) should be conducted and disseminated.
- Collaborations should be formed with higher education to provide training for future middle level educators.
- Middle level professional organizations should provide consultative services and in-service education for school districts.
- Our association should be dedicated to the principle of significant learning and achievement in a creative and innovative manner.
- PMSA should establish an image that will enhance the role of middle level education in Pennsylvania.

## **PMSA Strategic Plan – 2007-2008**

## Goals of the President – 2007-2008

1. Strategic Plan
2. Evaluate and Restructure How We Deliver Professional Development
  - a. Synchronous/Asynchronous On-line Professional Development
  - b. PA Specific Topics
  - c. Middle Level Specific Topics
3. Improve Technological Services
  - a. IT Coordinator
  - b. Web Site
  - c. Member Benefits
4. Rewrite and Submit Act 48 Plan
  - a. Connected to the Strategic Plan for Approved Programs/Provider
  - b. Connected to Student Achievement
  - c. Content Specific
5. Build on Relationships with Other Educational Organizations

## Meeting Dates for – 2007-2008

Retreat – Columbus Ohio  
State College  
Conference – State College  
State College

September 13-15, 2007  
January 11-12, 2008  
March 15-18, 2008  
April 25-26, 2008

## PMSA Budget – 2007-2008

Awards	\$6,000
Exec Meeting	\$9,000
Exec Dir.	\$3,500
Exec. Officers	\$4,000
Exec. Director	\$12,000
General Operations	\$7,000
Higher Ed/Research	\$2,150
Innovative Projects	\$1,000
Legal Services	\$2,500
Parent/Student Advocacy	\$600
Professional Development	\$4000
Public Relations/Publications	\$8,000
Publications	\$0
Recruiting	\$2,500
Research	\$0
Retreat	\$6000
Schools To Watch	\$20,000
Technology	\$10,000
	\$98,250

# 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

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# 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.

## 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](http://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) Jarrett's 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 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 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 Organizational Structure

## Geographic Regions:

Current Regions:	Southeast, East, Central, Northwest, West
Regions to be formed:	Northeast and 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
President	Central Region President
Past President	Northwestern Region President
Eastern Region President	One Executive Board Member

## Executive Board:

The Executive Board is currently comprised of four regions. The formation of three 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 and one (1) parent representative on the Executive Board.

## Committees of the Board:

Advisory	Higher Education/Research/Grants
Awards	Membership
Professional Development Institute	Parent/Student Advocacy
Finance	Public Relations
Governance	Technology

# **By-Laws of the 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 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 Director shall be elected by the Executive Board. 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. 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 majority vote of ballots returned.

## **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 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.

# **By-Laws of the Pennsylvania Middle School Association**

(A Pennsylvania Non-Profit Corporation)

## **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) a 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.

# **Pennsylvania Middle School Association**

## **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

# Pennsylvania Middle School Association

## Roles and Responsibilities

- 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* 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.

<b>PMSA COMMITTEE MEMBERSHIP 2007-2008</b>	
<b>ADVISORY</b>	<b>MEMBERSHIP</b>
To establish positive links with PDE	To solicit annual membership to PMSA and coordinate their member benefits
<b>AWARDS</b>	<b>PARENT ADVISORY</b>
To structure and facilitate the various awards given by PMSA	To provide parents with information about middle level and highlight student involvement at state conference
<b>FINANCE</b>	<b>PROFESSIONAL DEVELOPMENT</b>
To oversee the fiscal operations of PMSA and propose the budget	To plan and conduct an annual state conference
<b>GOVERNANCE</b>	<b>PUBLIC RELATIONS</b>
To oversee the constitutional operations of PMSA	To spread the word on middle level, via the newsletter, working with the newsletter, etc.
<b>HIGHER ED/RESEARCH/GRANTS</b>	<b>TECHNOLOGY</b>
To develop mutually beneficial relationships with higher ed institutions To conduct and disseminate middle level research to our membership	To oversee the use of technology for PMSA and maintain our website

## 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.

**Advisory:** Develops communication links with Pennsylvania Department of Education and produces articles focusing on legislative issues.

**Awards:** Annually identifies and recognizes outstanding middle level educators, students and schools at the state conference.

**Curriculum Advisory:** Identifies best practices in all middle level school disciplines and distributes curriculum information to members via conference presentations and PMSA publications. (ad hoc committee)

**Elections:** (ad hoc committee)

**Finance:** Oversees the fiscal operations of PMSA and proposes the budget.

**Governance:** Monitors the PMSA Executive Board to assure that all business is conducted within the guidelines, intent and/or spirit of the PMSA Constitution.

**Higher Education/Research/Grants:** Partners with colleges and universities in the commonwealth to promote appropriate middle level teacher and administrator preparation programs. Researches and publishes articles, bulletins, brochures, and books concerning middle level education.

**Membership:** Plans various strategies to recruit and maintain membership both in numbers and diversity throughout the state.

**Parent/Student Advocacy:** Provides parents with representation on the executive and regional boards and conducts workshops for parents at state and regional conferences. Encourages all parents to be ambassadors for middle level education.

**Professional Development Institute:** Plans the annual PMSA State Conference for middle level stakeholders.

**Public Relations:** Promotes quality middle level education through effective public relations activities.

**Regions:** Identifies and proposes new regions within the state and assists in the development of the new regions. (ad hoc committee)

**Technology:** Provides a website ([www.pmsaweb.org](http://www.pmsaweb.org)) for middle level constituents and plans and presents workshops in the area of technology, telecommunications, and integrating technology and curriculum for state and regional conferences.

## **Election Procedures: PMSA Regional Boards**

**By September 15** – (October Newsletter Deadline) Regional Boards will determine and/or establish the number of positions available/needed on their regional boards. Regions would begin the call for candidates...positions to be filled would be posted on the web site and advertised in the October newsletter. The following information would be requested from potential candidates:

- Candidates must be members of PMSA in good standing, either through school or individual membership.
- Candidates must submit:
  1. A short biographical sketch and statement of intent to:
    - a. Support the goals of the organization
    - b. Attend regional meetings on a regular basis
  2. A brief statement of 100 words or less as to why the candidate wishes to serve on the board
  3. Two (2) references
- Regional boards would be responsible for checking the qualifications of the candidates from October 15 to December 15 and submitting names and information about candidates.

### **December 15 – February 25:**

- The elections process would begin with the publishing of candidate information in the January newsletter and placed on the website.
- Ballots would be sent under separate cover to the membership – one ballot per school (or the person who completed the membership application: or individual (for individual memberships) within two weeks of the January newsletter delivery.
- Members of each regional committee should randomly call the membership of that region to ensure receipt of the ballots.

### **February 25 – July 1:**

- Ballots should be returned by February 25 to a regional address where a designated committee would tally the results and inform the regional board of the outcome.
- Forward announcement of regional election winners would be made at the state conference, published in the May newsletter and posted on the website.
- Election winners would assume office July 1 with term limits set at three (3) years.

### **Election Procedures: PMSA Regional Board Parent Representatives**

- Each regional board would determine the number of parents to be on the regional board. Parent representatives to the regional board would then apply and be elected using the same process.
- Parents would also be elected for three (3) year terms.
- Parents must begin their position on the board having a child in a middle level school.

### **Vacancies on Regional Boards:**

In the event of a vacancy or vacancies on a regional board, the Board may appoint a new member to:

- Fill the remaining time of the terms of the vacated position(2),or
- Complete the remaining time until the position is filled through the next year's election process as given formerly.

## 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 proves 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 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.