

**Pennsylvania Staff Development Council**  
**Policy Manual**  
**Adopted September 19, 2008**

This policy manual reflects the Pennsylvania Staff Development Bylaws approved at the September 19, 2008 Board meeting held at the Milton Hershey School, Hershey, Pennsylvania.

**Article III, Section 3: Additional Responsibilities of the Officers**

- (a) The President will meet the requirements of the National Staff Development Council to maintain its affiliation status, which includes:
1. Completion and submission of an annual report. NSDC requires both a mid-year and end-of-year report to meet this annual requirement. This annual report is a statement of PSDC's annual strategic planning goals and should be aligned with those goals identified by NSDC.
  2. Completion and distribution of a newsletter published at least two times annually for distribution to the entire PSDC membership.
  3. Determine and plan with President-Elect topic(s) for annual Institute and any PSDC-sponsored events. This topic(s) must support annual PSDC strategic goals which are aligned to NSDC strategic goals.
  4. Determine and plan for annual Spring event.
  5. At the conclusion of the first year of a President's term, the President will schedule at the June Board meeting the vote for the next President-Elect, Treasurer, Secretary based on the slate of officers provided by the Nominations Committee. For example, at the June, 2010 Board meeting, the President will call for the vote of the President-Elect (who must have served on the 2008 and 2009 annual Institute committees), Secretary, and Treasurer who will begin their 2-year term of office in June, 2011. At the June, 2011 Board meeting, no votes are needed. At the June, 2012 Board meeting, the President will call for the vote of the officers who will begin their 2-year term of office in June, 2013, and so on.
- (b) The President-Elect - As chairperson of the annual PSDC Institute, the President-Elect is responsible for the following:
1. Determine and plan with President topic(s) for annual Institute and any PSDC-sponsored events. This topic(s) must support annual PSDC strategic goals which are aligned to NSDC strategic goals. Board input will be solicited for the selection of topic/speaker(s).
  2. On appointment to the position of President-Elect, this officer will immediately make necessary arrangements (Institute site, topic, speakers/presenters, date) for the annual Institute that will occur one year in advance. For example, if appointed to the position of President-Elect in June, 2008, the President-Elect is responsible for arranging and announcing to the rest of the Board the date, site, topic, speakers for the 2009 annual October Institute. The President-Elect must announce at the

June, 2009 Board meeting, the arrangements (site, topic, speakers/presenters, date) for the 2010 annual October Institute.

(c) The Secretary –

1. As secretary, the minutes must be archived, maintained, and identified by year in a 3-ring binder.
2. Within two weeks following a Board meeting, the Secretary will forward for approval to all Board members the minutes of that meeting.

(d) The Treasurer -

1. Copies of all forms required of the treasurer are included as appendices within this document.
2. The President, President-Elect, Secretary, and Past-President will meet with the treasurer to audit all financial records in preparation for the annual report that the treasurer will present to the Board at the June Board meeting. The meeting with the President and President-Elect will occur at least one month preceding the June Board meeting.

(e) The Past-President –

1. The Past-President will convene the Nomination Committee in the Spring of a President's first year term to develop a slate of nominees for President-Elect, Secretary, and Treasurer. This slate of officers must be current Board members who meet the qualifications for those positions.
2. At the conclusion of the first year of a President's term, the Past President will announce at the June Board meeting, the slate of officers nominated for the next President-Elect, Treasurer, and Secretary. For example, prior to the June, 2010 Board meeting, the Past-President and the Nominations Committee will nominate a President-Elect (who must have served on the 2008 and 2009 annual Institute committees), a Secretary, and a Treasurer who will begin their 2-year term of office in June, 2011. At the June, 2011 Board meeting, no votes are needed; therefore, no nominations must be made. Prior to the June, 2012 Board meeting, the Past-President and the Nomination Committee will nominate the officers who will begin their 2-year term of office in June, 2013, etc.

**Article III, Section 6:**

At the conclusion of the second meeting missed by any board member, the Board will deliberate and vote upon the continuation or termination of said member.

**Article IV, Section 2: Additional Responsibilities of Committees**

(a) The Nomination Committee –

1. When a position on the Board becomes vacant for any reason and is accepted by the Board at a regularly scheduled Board meeting, the Nomination Committee will communicate within one month to the general membership the vacancy. Members interested in being considered for this vacant Board position, will be directed to provide a resume, a letter of

interest, and two references within one month to the Past-President or President's designee for consideration. The Nomination Committee will review all applications and make a recommendation to the Board for development of a slate of no more than two candidates per vacant position. On approval of the Board, this slate of candidates will be communicated to the general membership for a vote to take place within one month.

(b) The Program Planning Committee –

1. The Program Planning Committee is responsible for the annual October Institute. This shall include but not be limited to the date, topic, speaker, site, food, brochure, advertisement, cost, equipment, transportation, decorations/center-pieces, membership social, hotel accommodations, etc.
2. The President-Elect will identify sub-committees and sub-committee chairs to address the various tasks. Sub-committee chairs will collaborate with chairs of other sub-committees and standing committees, as needed.
3. The annual Spring conference will be chaired by committee members working collaboratively with the President-Elect and President.

\*Note: The Chair of the Spring conference will be considered by the Board for the position as the next President-Elect.

(c) The Budget Committee -

1. The Budget Committee will audit the financial records in preparation for the annual report that the treasurer will present to the Board at the June Board meeting. The audit involving the Treasurer, President, President-Elect, Secretary, and Past-President will occur at least one month preceding the June Board meeting.

(d) The Communications Committee –

1. The Communications Committee Chair will work collaboratively with the President-Elect to develop the annual Institute brochure. This chair will be responsible for the distribution and mailing of the brochure to affiliate members, and other agencies (school districts, Intermediate Units, Institutions of higher learning, teacher organizations, and other appropriate educational entities).
3. The Communications Committee will work collaboratively with the President and the Board to develop and distribute the bi-annual PSDC newsletter.
4. The Communications Committee Chair will report at each Board meeting.
5. The Communications Committee Chair will work collaboratively with the Membership Chair to identify mailing lists of current and potential members.

(e) The Membership Committee –

1. The Membership Committee Chair will work collaboratively with the Communications Committee Chair to identify mailing lists of current and potential members.
2. The Membership Committee will be responsible for an annual membership drive.
3. The Membership Committee Chair will report at each Board meeting.

(f) The Awards Committee –

1. The Awards Committee will develop guidelines for recognizing innovative initiatives and best practices, such as the “Best Practices Award” and the “Mini-Grant”.
2. The Awards Committee will advertise these opportunities for awards/grants at least six months prior to the annual October Institute.
3. Applications for the mini-grant and nomination forms for the award will be available on the PSDC website ([www.pastaffdevelopmentcouncil.org](http://www.pastaffdevelopmentcouncil.org))
4. The Awards Committee will review all applications and nominations, and select recipients to be announced for recognition during the annual October Institute.
5. The monetary amount of the mini-grant will be proposed by the Awards Committee with approval by a Board vote.
6. The Awards Committee Chair will invite recipients to attend the annual October Institute and will make the appropriate presentations at that time.