



Pennsylvania Association for Middle Level Education

*PENNSYLVANIA
ASSOCIATION for MIDDLE
LEVEL EDUCATION*

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. ¹ *Revision: January 2017* be made and sent to all Executive and Regional Board members ov

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Affiliation with AMLE

Established in 1973, the Association of Middle Level Education (AMLE), formerly the Pennsylvania Middle School Association (PMSA), 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). AMLE is the only national educational association exclusively devoted to improving the educational experiences of young adolescents.

AMLE has over 30,500 members in more than 46 countries including teachers, principals, parents, college faculty, central office administrators, educational consultants, and community leaders. In addition, AMLE has 58 state, provincial, and international affiliates that work to provide middle level support at a more local level.

AMLE's 19 member Board of Trustees is elected annually. AMLE 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:

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Pennsylvania Association for Middle Level Education

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:

PAMLE is the leading advocate for middle level education in the state of Pennsylvania and the association (PAMLE) 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.
- PAMLE should provide ongoing professional development opportunities and consultative services for middle level educators, parents and stakeholders.

April 2010

PMSA/PAMLE – 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.pmsaweb.org, (*now* www.pamle.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 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 became the primary supporter of Schools to Watch.
- Enhanced The Don Eichhorn Award by integrating the School To Watch Criteria and the Essential Attributes and Characteristics of "This we Believe" as a basis for selecting schools to be recognized.

2010's

- Partnership with Duquesne University for the Schools to Watch Summit
- July 30, 2011- NMSA changes its name to AMLE.
- July 1, 2012 – PMSA changes its name to PAMLE.
- February, 2013- Began to partner with PASAP for the state conference.
- January, 2015 – Began using a virtual format for an executive board meeting.
- March, 2015 Dual-institutional membership between PAMLE and AMLE.
- July 2016, Partnered with PASCAD, PASA, PPA to conduct a summer PA Leadership Summit at the Penn Stater.
- Host the 2017 AMLE Conference
- Hosted Summer Institute beginning 2015

PAMLE Organizational Structure

Geographic Regions:

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

Officers:

Executive Director	Executive Secretary
Associate Executive Director	Recording Secretary
President	Treasurer
President Elect	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 four regions. The formation of two new regions and one re-certified region 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.

Committees:

- Professional Development
- State Conference
- Public Relations/Communications
- Finance
- Membership
- Awards

The board will select committee chairs each year.

Stipend Positions:

Stipend amounts for the following positions to be determined and approved by the board.

Executive Director – as per contract

President

Treasurer

Executive Secretary

On-line Media Coordinator

Web Coordinator

**By-Laws of
Pennsylvania Association for Middle Level Education**
(A Pennsylvania Non-Profit Corporation)

Article I – Name

The name of this corporation shall be Pennsylvania Association for Middle Level Education, 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 III – 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.

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.

Section V

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

Article V – Officers

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

Section I

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 II

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 III

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 IV

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 V

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 VI

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 monitor the receiving, transferring, and disbursement of funds completed by the outside accounting firm. The treasurer shall provide quarterly updates to the board detailing the changes in funds. The treasurer and the accounting firm shall make an annual accounting of the Association's financial affairs to the members of the Association.

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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 outside accounting firm shall receive, transfer, and disburse the funds of the Association at the direction of the Executive Board. This will be monitored by the treasurer.

Article XIX – Audit

As long as there an outside accounting firm an audit is no longer required. Should the board move away from using an outside accounting firm 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 ASSOCIATION
FOR
MIDDLE LEVEL EDUCATION

AMENDED ARTICLES OF INCORPORATION

ARTICLE 10. DISSOLUTION/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) in 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, the Executive Board or governing staff shall, after paying or making provision for the payment of all the liabilities 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 Association for Middle Level Education

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 PAMLE

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 PAMLE, I agree to abide by these guidelines.

Name/Signature

Date

Adopted by the PAMLE Executive Board January 18, 2003

Roles and Responsibilities PAMLE 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 responsibility 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 PAMLE and AMLE.
- 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 PAMLE 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 PAMLE. Costs will be paid for by PAMLE 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.

Offices

Executive Director:

- Act 48 (responsibility of executive director)
- In March 2014, PAMLE's reapplication for granting Act 48 credit was approved for three years. A copy of the application can be found in the recording secretary's electronic files under "Act 48."

Committees

- Awards—to structure and facilitate the various awards given by PAMLE
- Finance (Treasurer)— to oversee the fiscal operations of PAMLE and the proposed budget.
- Membership (Executive Secretary)— to solicit annual membership to PAMLE and coordinate their member benefits.
- Public Relations – to spread the word on middle level, via newsletter, and webpage, and e-mail blasts to stakeholders of middle level education.

Conference

- Conference Chair
- Conference Registration Coordinator
- Conference vendor coordinator
- Conference booklet
- Conference hospitality
- Conference artwork
- Conference signage

Other Organizational Roles

- Elections
- Governance – to oversee the constitutional operation of PAMLE
- Government Advocacy
- Grants
- Higher Education/Research – to develop mutually beneficial relationships with higher education institutions and to conduct and disseminate middle level research to PAMLE's membership.
- Parent/Student Advocacy
- Schools to Watch
- Web Coordinator

**** add job descriptions that each person in charge of task creates*

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 PAMLE

Benefits to State, PAMLE-Only members

- ✓ The state middle level conference is held annually. Member schools receive discount rates for this (conference).
- ✓ Regional Professional development events and 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 PAMLE website, which is located: www.PAMLE.org
- ✓ Access to resources available on the PAMLE website
- ✓ Access to AMLE resources:
 - AMLE Conference
 - AMLE Affiliate Workshops
- ✓ PAMLE Publications
- ✓ Discounted publications from AMLE and other middle level sources
- ✓ PAMLE members offer in-service programs
- ✓ Consultation services available on middle level programs
- ✓ Awards Programs: Joan Jarrett Student Award, Promising Practitioners Award: New Teacher Award, Outstanding Administrator Award, Learning to Teach & Teaching to Learn: Student Teacher Recognition, Executive Director's Partnership Award, William Alexander Award: Outstanding PAMLE Member; Schools to Watch, Advocate for Middle Level Education Award, Ann Moniot Outstanding Middle Level Teacher.

Benefits to National AMLE dual members

Members who dual-enroll in both PAMLE and AMLE have benefits inclusive of all of the above named state-only benefits list as well as the following.

For more information about PAMLE, contact Paul Meck, Associate Executive Director at:

Paul Meck
3 Cedar Road
Mechanicsburg, PA 17055
717-448-3502
pmeck@verizon.net

Appointment Process: PAMLE Regional Boards

- Regional Boards will establish the number of positions available and/or needed on their regional boards.
- Interested candidates must be a member in good standing of PAMLE as either an institutional or individual member.
- An invitation for appointment to a regional board will be made at the Annual State Conference.
- Interested candidates must send a letter of interest to the region president.
- All regional board members are recognized for their service during the Annual State Conference.
- Region Presidents submit regional board membership by October 1st each year to the State President.
- An E-blast to members will be sent three times each year (September, January, and April) inviting them to consider becoming a member of their regional board.
- Regional board members will be posted on the PAMLE website.

Guidelines

- Regional boards can determine the number of positions on their board.
- Regional boards are encouraged to have at least one parent on the board who has a child in middle level.
- Regional boards may invite individuals to attend board meetings to encourage their interest in becoming a member of the regional board.

Regional Operations

- Each region must have a governance structure which is consistent with the PAMLE Executive Board and in compliance with the PAMLE By-Laws.
- All members of the regional board must be members of PAMLE in good standing.
- Regional board members must be appointed to their positions in accordance with the governance procedures of PAMLE. 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 PAMLE Executive Board will be given a term of office as determined by the Executive Board.
- Regions must hold no less than four (4) 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 PAMLE, the Executive Director of PAMLE, the Treasurer of PAMLE 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.)
- Monies that regions use for carrying out duties of the organization will be housed in a regional account in the PAMLE Treasury or regional bank accounts in which case monthly reports from the region are required. The monies are considered PAMLE funds and will be tracked as part of the PAMLE budget. .
- Regions must offer staff development opportunities for their area. This may include full day conferences, drive-in conferences, or workshops.
- Regional presidents will promote their regions and share best practices through the regional webpage on the PAMLE website.
- Regions may develop and distribute a regional newsletter.
- Regions are required to assist the Executive Secretary with the mission of maintaining, recruiting, and increasing PAMLE membership within the region.
- Regions are required to supply information for the PAMLE 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 PAMLE 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 PAMLE.
- Regions are encouraged to seek partnerships with educational institutions, corporations, or other organizations that will help the region and PAMLE to carry out their mission and inform the Executive Director of their efforts in order to coordinate partnership at a regional and state level.

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

Application for the Establishment of a New Region

The application should include the following:

- √ Adoption of the PAMLE 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 PAMLE) 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.

PAMLE EXECUTIVE BOARD 2016-2017

PAMLE Executive Board	<p>Executive Board Officers: Leonard Ference (2000) <i>Executive Director and Treasurer</i>; Paul Meck (2013), Associate executive Director, Megan Huchko (2014) <i>President</i>; Bruce Vosburgh <i>STW Chair</i>; Victoria Beers (2012) <i>Recording Secretary</i>, Bruce Vosburgh and Dave Brown, <i>Conference Co-Chairs</i>; Dan Parks (2005) <i>Director of Public Relations</i>; John Walsh, <i>On-line Media Coordinator</i>.</p> <p>Executive Board Members: Dave Brown, Merissa Scarr (2016), Carol Watson (2016), Jessica Good (2012), Jennifer Maryniak 2012, Dan Parks (2005), Daniel Tracy (2015), Dave Brown, Bruce Vosburg, Joy Rosser (2016), Beth Zigmont (2016), Larry Wenderuz (2011), Julian Underwood(2014), Sam Adams (2015), Brian Dolph (2015), Megan Huchko (2010), Ted Foor (2017)</p>
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PAMLE Central Region Board

Central Region	
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PAMLE Eastern Region Board

East Region	Jessica Good, <i>President</i> , Karen Walker, <i>Secretary</i> , Merissa Scarr, <i>President-elect</i> , Jennifer Maryniak, <i>Treasurer</i> , Victoria Beers, Carol Watson, Jesse White, Kyle Weatherhold, Jared Shade, Alicia Kowitz, Scott Krauser
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PAMLE Northwest Region Board

Northwest Region	Anneliese Ledebur, <i>President</i> ; Dan Parks, <i>Secretary/Treasurer</i> ; Dr. Whitney Wesley; Carol Livingston; Jessica Stover; Ann Jaco; Heidi Abinader
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PAMLE Western Region Board

Western Region	Sam Adams, <i>President</i> ; Ryan Hardesty, <i>Treasurer</i> ; Andrea Peck, <i>Secretary</i> ; Brian Dolph, <i>Website Manager</i> ; Anthony Mooney, Marie Palano, Megan Huchko, Larry Wendereusz, Christine Carroll, Jason Hilton, Julian Underwood, Lauren McGuirk, Christina Feragotti, Amanda Cwynar
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PAMLE Southeast Region Board

Southeast Region	Joy Rosser, <i>President</i> ; Beth Zigmont, <i>Secretary</i> ; Leslie Djang, <i>Treasurer</i> , Dave Brown, Bruce Vosburgh, Dan Tracy
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Pennsylvania Association for Middle Level Education

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.

Facilitator: “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 Association for Middle Level Education, 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 Association for Middle Level Education? 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 Association for Middle Level Education? 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.

APPENDIX

ACT 48 APPLICATION – Data Collection Document

Below is the PDE- recommended document to be used to collect Act 48 credit information for PAMLE events.

Please note: Re-application for PAMLE Professional Development credit provider was submitted to the Pennsylvania Department of Education (PDE) in Dec., 2013 and approved in March 2014. Approval is noted in February 2014 minutes. The approval is good for three years (until 6/12/2017).

**Data Collection
For
Act 48 Application
To be submitted after each event**

List the individual proposed offerings, the number of Act 48 professional development hours each offering is worth, and the estimated number of participants per year in each offering.

<u>Activity/title</u>	<u>Delivery model</u>	<u># Act 48 hours</u>	<u>Estimated participants</u>

The provider assesses participant proficiency through an **end-of-course assessment**. **Complete if relevant to programs offered.**

Activity	Assessment