

Mt. Lebanon High School PTSA

Standing Rules of Organization

2014-2015

Standing rules are attached to the Bylaws and amended by a two-thirds vote of the Executive Board without prior notice. Standing rules should be updated annually following the election of officers-

I. General Responsibilities

Copies of Bylaws and Standing Rules shall be distributed to each member of the Executive Board and kept in the Officer Binder. The Officer Binder shall include Bylaws for Mt. Lebanon High School PTSA and Mt. Lebanon City Council of PTAs (hereinafter "Council"), Standing Rules of the HS PTSA, PTSA Officers and Committee Chairs, Council Board and Standing Committee chairs, report from the previous year, job description, current budget, PTSA meeting agendas and flyers. Officer Binders shall be returned to the Historian at an announced deadline.

II. Responsibilities of Officers and Committee Chairs

- a. Each Committee Chair and Officer, in addition to regular duties, represents the general membership and is expected to attend General Meetings regularly. Attendance of an Assistant Chair or Co-Chair is desired and expected.
- b. Each Chair is expected to notify the President or Corresponding Secretary if she or a representative cannot attend. Since repeated absences hinder the work of the Board, the President may find a replacement for a Chair who is repeatedly absent.
- c. Chairs wishing to make a report shall notify the President one week in advance of the meeting.
- d. Each Officer and Chair shall prepare a detailed Year-end Committee report, outlining all the activities of the office/committee and recommendations for the successor. Three copies of this report shall be submitted with the Officer/Committee Binder to the Historian at the May meeting or before, one for the President, one for the Historian and one for the successor.
- e. The plan of work for the following committees shall be approved by the new Board at the May meeting: Budget and Finance Committee and Program Committee. All other committees shall present their plans of work during the school year.
- f. There shall be 6 general PTSA Meetings/school year. September, November, January, February, March and May unless otherwise determined by the President and the 1st VP at the May meeting. The time and place shall be on the school calendar. An agenda will be duplicated and distributed at each meeting. Executive Board meetings may be at the discretion of the President.
- g. Unit Treasurer shall purchase liability insurance on a yearly basis. Carrier of coverage to be determined by the Executive Committee.
- h. Checks shall require at least two signatures, those of the President and Treasurer. The signature of one additional executive board member will be on record in case one of the assigned officers cannot sign. These signatures will be placed in the Treasurer's file.

- i. Membership dues shall consist of annual dues of \$15.00 per member (\$10.00 per faculty/staff) and be distributed as follows: National dues \$2.25, State dues \$2.75, Council dues \$0.45 and Georgia Pogue Scholarship Fund \$1.00.

III. HS PTSA Officers and Description of Duties

a. President

- i. Monthly duties:
 1. Preside over PTSA general meetings
 2. Preside over executive board meetings
 3. Attend president's meetings
 4. Attend Council meetings
 5. Write presidents' message for lebohlights
- ii. Invite Teacher Rep, Activity Director, Student Council Rep and Principal to report at each PTSA meeting
- iii. Speak at Freshman Orientation
- iv. Attend Welcome Back Breakfast-introduce officers/speak and ask Faculty to join the PTSA
- v. Check in with Committee chairs to ensure all is ok
- vi. Attend Open House and speak at event over loudspeaker
- vii. Keep track of volunteer needs
- viii. Update standing rules annually or at least once/term
- ix. Fill all committee chairs
- x. Prepare budget with budget committee
- xi. January—work on Awards committee chaired by 1st VP
- xii. January—work with PTA Council Secretary to determine Student Visionary Award Winner for Installation Luncheon
- xiii. Attend HS calendar meeting in spring-organized by Gina Stein-Principal administrative asst.
- xiv. Host Council Georgia Pogue Reception in May
- xv. Perform all additional duties listed in the bylaws Article IX, Section 1 and on the President duty list in the President Binder

b. 1st Vice-President

- i. responsible for the HS portion of the School District Calendar
- ii. responsible for coordinating the Joint Board Luncheon in May with the President
- iii. chair the Awards committee (**starting in January**) (committee description section Vd) to determine whether the association will make any honorary awards for the year. Such honorary awards may include the Pennsylvania State Life Membership Award, a contribution, or the PTSA Outstanding Service Award
- iv. responsible for Parent Education
- v. official delegate to the Mt. Lebanon City Council of PTA's
- vi. perform all additional duties listed in the bylaws Article IX, Section 2a

c. **2nd Vice-President**

- i. member of the Budget and Finance Committee
- ii. responsible to place “Been There, Done That” facts” in the lebohlights monthly
- iii. work with AFS advisor to coordinate a reception for the HS foreign exchange students at the November PTSA meeting.
- iv. Order cake/beverage/paper products for Georgia Pogue ceremony in May
- v. perform all additional duties listed in the bylaws Article IX, Section 2b

d. **3rd Vice-President**

- i. recruit parent volunteers for all activities throughout the school year
- ii. work with Judith Kolko on volunteer needs and create e-blasts requesting volunteers
- iii. submit spreadsheet with volunteers to the requestor including parent name, child name, phone # and e-mail
- iv. perform all additional duties listed in the bylaws Article IX, Section 2c

e. **4th Vice-President**

- i. not an elected position—filled by High School Principal
- ii. attend all Executive board meetings
- iii. attend and report at all PTSA meetings

f. **Recording Secretary**

- i. Record the minutes at each general PTSA meeting
- ii. Provide minutes electronically at least one week prior to the next PTSA meeting to the executive board to review
- iii. Provide minutes to HS Technology chair to post on the HSPTSA website
- iv. Have at each meeting written minutes for at least the 12 previous meetings
- v. Maintain a current copy of the bylaws, standing rules and membership list
- vi. Perform all additional duties in the bylaws Article IX, Section 3

g. **Corresponding Secretary**

- i. Send delegated correspondence as assigned
- ii. Work with membership chair to send tax receipts and thank you notes for any donation made to the PTSA over \$25.00
- iii. Perform all duties listed in the bylaws Article IX, Section 4

h. **Treasurer**

- i. Perform all duties as listed in the bylaws Article IX, Section 5

i. **Historian**

- i. Responsible for collection of all officer and committee chair binders after completion of each event or at the end of the school year
- ii. Update all binders to include:
 1. A detailed Year-end Committee report, outlining all the activities of the office/committee and recommendations for the successor
 2. Complete job description
 3. Officer and Committee Chair list
 4. Current Budget
 5. Any additional office or committee information
- iii. Distribute each binder with plenty of lead-time to perform the committee work
- iv. Record all yearly award recipients-1 copy Historian binder, 1 copy President
- v. Perform all additional duties in the bylaws Article IX, Section 6

j. **Board Members At Large**

- i. Attend all PTSA general meetings and provide input
- ii. Attend all Executive Board Meetings
- iii. Liaison between general membership and the board
- iv. Volunteer resource for all activities

IV. Standing Committees and Description of Duties

- a. **Arts in Education:** coordinates the annual Arts in Education student program sponsored by the Pennsylvania PTA and arranges for recognition of the winners at the District 10 Spring Luncheon and manages the submission and prompt return of all student entries.
- b. **Bylaws and Parliamentarian:** is responsible for and aware of Bylaws and Standing Rules as they affect the business of the meeting and for advising the President if there is any question.
- c. **Class Breakfast:** responsible for working with the Activities Office to plan Class Breakfast for the seniors, juniors, sophomores and freshmen. The committees are responsible for recruiting volunteers to ensure the success of the event.
- d. **Corporate Rewards:** coordinates all corporate rewards programs and publishes them in the newsletter
- e. **Directory Information/Production:** compile PTSA school directory. Responsible for collection of data, design and development and distribution of the directory to all PTSA members
- f. **Environmental Concerns:** strives to make parents, teachers and students aware of environmental concerns in the home, school and community.
- g. **Faculty/Staff Breakfast:** plans and accomplishes a “Welcome Breakfast” for the entire faculty, staff and guests, in particular the new foreign exchange students, and their host families in August.
- h. **College Greeter:** works in cooperation with the Guidance Office to staff volunteers for the College Greeter Program. In addition, this committee provides volunteers for the College Fair when Mt. Lebanon hosts this event.

- i. **Human Relations:** work with guidance to coordinate needs of high school students new to the country or new to the district to help them assimilate more readily into an unfamiliar environment. These services may include acting as a liaison with Student Council, communicating with parents/families to make certain that they are signed up for the lebohighlights, that they are aware of activities and coordinating activities to acclimate the students to the high school. Communicate throughout the school year to ensure all is ok.
- j. **Juvenile Protection:** is a member of the Juvenile Protection Partnership working in cooperation with Council, the other units, the school district and the police department. JPP makes safety recommendations for the schools and the community. Information is disseminated in the newsletter and the high school cable channel.
- k. **Market Day:** coordinate the Market Day program—advertise in the lebohighlights monthly. All profits go to High School Student Council
- l. **Membership:** Coordinate the HS PTSA membership campaign-enroll the faculty, parents and students and forward the dues to the Treasurer. Membership Chairs are responsible for forwarding updated membership lists to the recording secretary and President on a regular basis during the school year. Responsible to “man” the membership table selling memberships at New Parent Orientation and Open House.
- m. **Newsletter:** is responsible for coordinating the electronic newsletter, Lebo Highlights, on a semi-monthly basis. The Chair will notify the PTSA Board, Guidance Department, Principal and other relevant parties of the deadlines for publication. Articles are provided to the Newsletter Chair by a Council Newsletter Chair, whose duties include: 1) serving as the PTA liaison for newsletter articles and notices from the school district, community and other outside groups that are of district wide interest; and 2) disseminating such district wide newsletter articles to each of the school district PTA units.
- n. **Open House/Dessert Committee:** plans and coordinates activities associated with Open House and Dessert. Work with Activities Director to find student volunteers for the dessert table.
- o. **Parent School Education:** work with 1st VP, PTA Council and Jefferson Middle School PTA and Mellon Middle School PTA Parent and School Education Committees to plans informational programs for parents ; assists in publicizing and coordinating Council programs; attend Council sponsored school education meetings; reports to the PTSA Board and the general membership via newsletters.
- p. **Prom Committee:** works with the Activities Office to arrange for the Senior Prom, recruit chaperones and organize events of the evening.
- q. **Senior Boat Ride Committee:** works with the Activities Office to recruit volunteers for the Gateway Clipper boat ride for the Senior Class. Generally held in September.
- r. **Senior Picnic in the Park:** works with the Activities Office to coordinate a picnic for the seniors in the spring, typically the picnic is held just before the commencement rehearsal. The committee coordinates volunteers to help with the food and decorations.
- s. **Staff Appreciation:** coordinates activities during Staff Appreciation Week.
- t. **Technology:** maintains the High School PTSA webpage in a timely fashion, and acts as a liaison between the Mt. Lebanon PTA Council Technology Committee and the Executive Board.

V. Special committees

- a. **Audit Committee:** selected in May as prescribed in the Bylaws, Article IX, Section 5, to report at the first PTSA meeting in September.
- b. **Budget and Finance Committee:** The committee shall consist of incoming and outgoing Presidents, incoming and outgoing Treasurers, and incoming 2nd VP. The committee will meet following the election of officers to prepare a proposed budget to be presented at the May meeting. The proposed budget will then be posted on the website and voted on in September-- the first meeting of the new school year.
- c. **Nominating Committee:** elected at the January PTSA meeting as prescribed in the Bylaws, Article VIII, Section 7b.
- d. **Awards Committee-**This committee shall consist of 1st Vice-President (chair), president, principal and 3rd Vice-President to determine whether the association will make any honorary awards for the year. Such honorary awards may include the Pennsylvania State Life Membership Award, the PTSA Outstanding Service Award and/or an honorary contribution. (**Committee work must Start in Jan/Feb**)
- e. Other committees may be appointed by the Executive Board as needed.

VI. Representative to the Executive Board

- a. **Student Council Delegate:** The Student Council sends a delegate or delegates to the PTSA General Meetings to report on student activities.
- b. **Student Council Liaison/Activities Director:** Keeps the lines of communication open between the PTSA and Student Council.
- c. **Teacher Representative:** A faculty member who acts as a liaison between the PTSA and the high school faculty. Teacher rep attends and reports at all PTSA meetings and helps the PTSA with faculty membership. The high school Principal and the PTSA President select the Teacher Representative.
- d. **Past President:** The immediate Past President shall be an ex-officio member of the Executive Board and acts in an advisory capacity.

VII. **Publications:** The President and Treasurer shall review the need for subscriptions to Our Children and PTA in Pennsylvania.

VIII. Delegates or Representatives

- a. The President or an alternate shall attend State or District 10 Meetings or Conventions with expenses paid by the unit.
- b. The Executive Board shall determine the expenses of Officers or Committee Chairs attending special meetings.

IX. Special Observances and Recognition

- a. At one PTSA meeting during the year, the reception will be held for all exchange students. The 2nd VP works with the AFS Advisor to contact the students and the Hospitality Chair to provide refreshments.
- b. The Past President's pin shall be purchased and engraved for the retiring President. The Treasurer shall place the order. The pin is presented at the May meeting.
- c. Officers shall be installed in May by a district or state Officer at the Mt. Lebanon City Council of PTAs Installation and Workshop Reception. All incoming and outgoing officers shall attend the Council Workshop and Reception at the unit's expense.
- d. In case of illness or death of a board member or a faculty member, the Corresponding Secretary will send an appropriate note.

Revised and Updated _____ 3/17/15

Approved by the Executive Board _____ 3/17/15

President's Signature _____ Sara Dougherty