

# MT. LEBANON CITY COUNCIL PTA STANDING RULES

Revised and Adopted: \_\_\_\_\_

Standing rules are motions of a permanent nature and are used to supplement bylaws. They are needed to keep from going through the formality of amending the unit bylaws when situations arise that could be covered by a standing rule. No standing rule is in order that conflicts with the bylaws. Standing rules do not need state approval.

## I. Standing rules

- 1) May be adopted without previous notice by a majority vote at a business meeting.
- 2) May be rescinded or amended at any regular business meeting by a 2/3 vote of members present without prior notice or by a majority vote with prior notice.
- 3) Will continue in force until temporarily suspended, amended, or rescinded.
- 4) Should be revised and updated once a year.

## II. General Membership Meetings

- 1) General Membership meetings of the Mt. Lebanon City Council PTA shall be held in the months of September, October, November, January, February, March, April, and May. Meeting times and dates shall be on the school calendar. The venue rotation is as follows:
  - 2023-2024: Jefferson Middle, Lincoln, Markham, Mellon, Washington, Foster, Hoover, MLHS
  - 2024-2025: Howe, Jefferson, Jefferson Middle, Lincoln, Markham, Mellon, Washington, MLHS
  - 2025-2026: Foster, Hoover, Howe, Jefferson, Jefferson Middle, Lincoln, Markham, MLHS
  - 2026-2027: Mellon, Washington, Foster, Hoover, Howe, Jefferson, Jefferson Middle, MLHS
  - 2027-2028: Lincoln, Markham, Mellon, Washington, Foster, Hoover, Howe, MLHS

Venue Rotation System: The rotation is alphabetical beginning with Foster. The high school always stays on for May each year for the Georgia Pogue awards.

The hosting unit PTA is responsible for reserving space for the meeting that their school is hosting and for providing light refreshments for the meeting.

- 2) Members of Council shall be notified of meetings by email from the Secretary.
- 3) Unit President or designated delegate shall be responsible for inviting their unit PTA members to attend Council meetings.
- 4) Chairs needing to make a report shall notify the President and/or the Secretary one week in advance of the meeting.
- 5) Members of Council shall notify the President if unable to attend a regular Council meeting.

- 6) An agenda for each Council meeting shall be distributed to each Council Officer, Unit President, Committee Chair, and community liaison via email by the Secretary. Copies will also be made available at the meeting.

### **III. Special Meetings**

- 1) The Council President shall arrange a monthly Presidents' Coffee in the months of September, October, November, January, February, March, and April. Meeting times, dates and location shall be set by the President and communicated to the unit presidents prior to the start of the new academic calendar year.
- 2) The Executive Board and unit presidents shall meet with the School Board and the MLEA once a year. The meeting with the MLEA shall be coordinated by the President and the MLEA Representative. This meeting shall occur in January or early February. The meeting with the School Board shall be coordinated by the President and the School Board President. This meeting shall occur after the meeting with MLEA and prior to March 1st when the School Board begins the budget process for the upcoming school year.
- 3) The President shall meet with the Superintendent of the District on a regular basis and report to the board and presidents as needed.
- 4) The President shall meet with a representative of the School Board at least twice a year and report to the board and presidents as needed.
- 5) The President or delegate appointed by the President shall meet with the President of the Mt. Lebanon Education Association, the District Director of Technology, and the District Director of Communications on a regular basis and report to the board and presidents as needed.
- 6) The President or delegate appointed by the President shall organize and attend regular meetings between the Superintendent of Secondary Education and the secondary school PTA presidents.
- 7) The President or delegate appointed by the President shall organize and attend regular meetings between the Superintendent of Elementary Education and the elementary school PTA presidents.
- 8) The President and all unit presidents shall attend the October school board meeting to be recognized by the Board for service to the district.
- 9) The Board and all unit presidents shall attend the January school board meeting in honor of School Board Appreciation month. Council may provide refreshments for the board and Council at a pre-meeting reception. Council may purchase an honorary gift for the board, usually books at the Mt. Lebanon Public Library.

### **IV. Executive Board\***

- 1) Executive Board meetings of the Mt. Lebanon City Council PTA shall be held in preparation for the General Membership meetings in the months of September, October, November, January, February, March, and May. Meeting times, dates and location shall be set by the President and communicated to the board as soon as possible after installation.
- 2) Each officer is expected to notify the President if they are unable to attend a meeting.

- 3) Since absences hinder the work of the executive board, missing more than two executive board meetings may result in a 2/3 board vote for removal from office. Replacement of any vacated board position will be filled according to the bylaws.
- 4) All officers shall keep detailed procedure notebooks or electronic records. It is the responsibility of officers to deliver these procedure notebooks, all contents and reports to the Council Historian at or prior to the May Council meeting. The Historian will then update each notebook. It will be the responsibility of each newly elected officer to obtain the notebook from the Council Historian after it has been reviewed.
- 5) Standing rules in this section and pertaining to the Executive Board only may be approved and amended by a 2/3 board vote.

## V. Election and Installation of Officers

- 1) The Nominating Committee shall be elected and perform their duties in accordance with bylaws Article IX, Section 7 and with the Guidelines outlined in the Nominating Committee Procedure Binder. The Council President will distribute the binder to the Nominating Committee and will collect it after the election of Council officers in March.
- 2) The rotation of unit member PTAs to serve on the Nominating Committee shall be as follows:
  - 2024 - Jefferson Middle, Lincoln, Hoover, Jefferson Elementary
  - 2025 - Mellon Middle, Howe, Foster, MLHS
  - 2026 - Washington, Markham, Jefferson Middle, Lincoln
  - 2027 - Hoover, Jefferson Elementary, Mellon Middle, Howe
  - 2028 - Foster, MLHS, Washington, Markham
3. An Installation event (breakfast or luncheon) will be held in May or June (depending on the availability of a meeting space and district testing schedules) and shall provide for the informal installation of all PTA Council and unit officers. The newly installed officers will assume their duties on July 1st as outlined in the bylaws.
4. The Superintendent of Mt. Lebanon School District will be given the honorary title of 3<sup>rd</sup> Vice President of Mt. Lebanon City Council PTA.

## VI. Membership Obligation

1. Each unit is required to pay \$120.00 to the Council Treasurer by December 1, to be distributed as follows:

Awards	\$30
Committees	\$30
Training & Convention	\$60

2. Units will be billed for the annual installation luncheon in June of each year at a rate of \$20 per person attending.

## **VII. Conference/Workshop Attendance**

1. Council shall pay expenses for Council President and/or an alternate Council board member to attend Region 3 Conferences.
2. Council shall pay expenses for Council President and/or an alternate Council board member to attend the Pennsylvania PTA Convention and/or the National PTA Convention.
3. Council shall pay expenses of the President and/or an alternate Council board member to attend the Summer Leadership Session sponsored by PA PTA.
4. Council shall pay expenses of the President and/or an alternate Council board member to attend the Pennsylvania PTA Legislative Conference in Harrisburg.
5. Council shall pay for meal expenses at the Installation Banquet for the following: all incoming and outgoing Council officers, invited guests and others deemed appropriate by the Installation Meeting Committee.

## **VIII. Budget and Finance**

1. All checks and contracts shall require the signature of two of the following three: President, First Vice President and Treasurer.
2. Unbudgeted expenditures less than \$75 shall be acted upon by the Executive Board.
3. Unbudgeted expenditures equal to or greater than \$75 must be presented to and voted on by the general membership at a general membership meeting.
4. Receipts should be turned in within 30 days of an event to be reimbursed unless previously approved by the Treasurer.
5. All items for consideration for the following school year should be presented to the newly elected Treasurer by May 1 for inclusion in the preliminary budget. A preliminary budget will be presented at the last Council meeting of the school year. This budget will be revised as needed during the summer, based on recommendations from Officers and Committee Chairs in preparing their plans of work for the coming school year. The budget will be submitted for approval and voted upon at the September Council meeting.
6. In accordance with National PTA guidelines, the Treasurer will retain records according to the following schedule:
  - a. Audit reports – keep all
  - b. Articles of incorporation – keep all
  - c. Bank reconciliations – 1 year
  - d. Bank statements – 7 years
  - e. Bylaws – keep all
  - f. Canceled checks – 7 years
  - g. Deposit slips – 1 year
  - h. Financial statements (year-end) and budgets – 10 years
  - i. Insurance documents – keep all
  - j. Tax returns – keep all

## **IX. Insurance**

1. The Treasurer shall purchase directors and Officers Liability Insurance as well as General Liability Insurance on a yearly basis. The Executive Board shall determine the Carrier of such coverage.

## **X. Standing Committees**

1. Membership on Standing Committees shall be the Council Chairs and the Chairs from each unit.
2. All standing committee chairs shall keep detailed procedure notebooks or electronic record. It will be the responsibility of the committee chairs to deliver these procedure notebooks, all contents and reports to the Council Historian at or prior to the May Council meeting. The Historian will then update each notebook. It will be the responsibility of each newly appointed Chair to obtain the notebook from the Council Historian after it has been reviewed.
3. A plan of work should be submitted to the Council President at the September Council meeting prior to any committee undertaking. Such a plan must be submitted if the committee plans vary significantly from the previous year. The plan will state the goals and objectives and will specify any financial requirements.
4. The President shall approve any flyers/articles sent by committee chairs on behalf of the Council PTA prior to distribution.
5. After serving for three consecutive years, the chair position will be made available to the Council membership. Should no one wish to fill the position, the chair may choose to resume duties on a year-to-year basis.
6. Selection of chairs will be made by the President.
7. The Standing Committees of Council shall be:
  - a. **BYLAWS:** Responsible for revision and amendments to Bylaws for Council and units. Bylaws must be revised every five (5) years. Coordinates with local Bylaws Chairmen as needed to make sure unit bylaws are revised according to the state guidelines. Responsible for updating the Standing Rules with the help of Council Officers.
  - b. **COMMUNITY SERVICE:** Shall coordinate district-wide community service activities for all PTAs to participate in. May coordinate with any unit's community service chairs.
  - c. **CULTURAL ARTS & STEM:** Shall coordinate a meeting of all chairs at the beginning of the year to share ideas and discuss combining events for cost-savings. Shall meet with district Fine Arts supervisor(s) and building level STEM education leaders to identify opportunities for district-provided events involving student groups. The chair may also participate in the Arts in Education program by coordinating unit level chairs and arranging for attendance of PA PTA Region 3 winners at the Spring Region 3 luncheon.
  - d. **SUSTAINABILITY:** Shall develop a channel of communication between the unit PTAs and the school district regarding environmental issues and sustainability policies. Shall provide support to unit PTAs who are initiating environmental and sustainability programs. Shall coordinate at least one district-wide sustainability initiative. May participate in the annual "Tree City USA" program.

- e. JUVENILE PROTECTION: Shall work with local unit chairs on issues related to student safety issues. Shall coordinate PTA concerns with appropriate school district and municipal personnel, as needed. Safety issues may include, but are not limited to, student traffic concerns, health issues, digital citizenship, and other ideas proposed by Council. Methods of communication may include articles for PTA newsletters, social media campaigns, or with budget availability, flyers and/or posters.
- f. MEMBERSHIP: Shall coordinate the Membership Drive for the Mt. Lebanon PTAs. Shall meet as needed with local unit Membership Chairs. Shall keep central records of PTA memberships.
- g. NEWSLETTER COORDINATOR: Shall serve as the PTA contact for newsletter articles and notices from the school district, community and other outside groups that are of district-wide interest; and disseminate such district wide newsletter articles to each of the other school district PTA units by Friday morning of each week of the school year.
- h. PARENT/SCHOOL EDUCATION: Shall meet as needed with local unit chairs. May sponsor annual or semiannual district wide programs on issues affecting education or parenting. Methods of communication may include articles for PTA newsletters, social media campaigns, or with budget availability, flyers and/or posters.
- i. STAFF APPRECIATION: Shall coordinate the annual Central Office Luncheon during Teacher Appreciation Week, including soliciting donations from Council officers and PTA unit presidents.
- j. WEBSITE: Shall coordinate with the district and the local units technology initiatives involving the PTA website and any other technology initiatives, including social media, pertinent to the Council or local units.

## **XI. Special Committees**

1. The Workshop and Installation Luncheon Committee shall consist of the 1st Vice President, 2nd Vice President and Secretary of Council.
2. The Scholarship Committee, as outlined in its guidelines, shall consist of the Council President, Council Past President, a designated Council member representative, High School PTSA President, a High School guidance counselor, and the High School principal or his/her designee (usually a high school teacher). Any committee member with a senior in Mt. Lebanon High School is ineligible to serve on the committee. The Council Executive Board will appoint a replacement if anyone is ineligible to serve.
3. The Award Committee - In January, the President shall appoint a committee of three to select a recipient(s) for the Honorary State Life Membership, National Life Membership, Mt. Lebanon Council PTA Student Visionary Award and any other awards deemed appropriate by the Committee to be awarded at the Installation Banquet in May. The Council Secretary shall be the Chair for this committee and shall execute all the necessary steps in selecting honorees and obtaining the appropriate certificates, etc. The Council Historian shall keep a record of all such awards given by Council and each member PTA unit each year, in accordance with the bylaws. I debated removing this, but I would like us to gather this information. This helps when it comes time to give awards to see if someone has already received it.

## **XII. Outside Organizations**

1. Representatives from local community organizations whose goals with respect to children are

consistent with PTA's mission and purposes or who work directly with PTA on specific activities are invited to Council meetings and placed on the agenda as requested by Council President. Representatives from the following organizations are recognized as having goals consistent with PTA purposes:

Mt. Lebanon Board of School Directors  
Mt. Lebanon Education Association  
Mt. Lebanon Foundation for Education  
Mt. Lebanon Fire Department  
Mt. Lebanon Municipality  
Mt. Lebanon Police Department

Mt. Lebanon Public Library  
Outreach Teen and Family Services  
PA PTA Region 3  
PA State Representative for 42<sup>nd</sup> District  
PA State Senator for 42<sup>nd</sup> District

2. PTA Council may cooperate with organizations with rules of procedure and bylaws not in conflict with PTA bylaws. Such participation may include PTA bearing its share of the costs of a cooperative project.
3. Council may co-sponsor with the League of Women Voters a spring candidates' forum including candidates for School Board and the Commission in an election year when candidates are running for said positions.

### **XIII. Publications**

1. The Council President receives complimentary copies of *PTA in Pennsylvania* and *Our Children*. The digital versions or links to publications may be forwarded on to units for inclusion in PTA newsletters.

### **XIV. Special Observances and Recognitions**

1. In case of illness or death of a Council member, faculty member, or administrator, the Secretary shall send an appropriate note.

**Approved by Council Membership**

**Date:**

**President:**

Becki Campanaro, Mt. Lebanon City Council PTA President