

# **Mt. Lebanon High School PTSA**

## **Standing Rules of Organization**

**May 27, 2025, effective**

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

### **I. General Responsibilities**

Copies of Bylaws and Standing Rules shall be distributed electronically to each member upon approval and kept in the Historian Google drive. The Historian Drive shall include Bylaws for Mt. Lebanon High School PTSA and Mt. Lebanon City Council of PTAs (hereinafter "Council"), Standing Rules of the HS PTSA Executive Board and General Membership, PTSA Officers and Committee Chairs list, Council Board and Standing Committee chairs, report from the previous year, job description, current budget, PTSA meeting agendas and flyers. The Historian drive shall extend view-only access to all board members and access shall be revoked by the Historian in accordance with officer terms.

### **II. Responsibilities of Representatives and Committee Chairs**

- a. Each Committee Chair, 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 they 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 Chair shall prepare a detailed year-end Committee report, outlining all the activities of the committee and recommendations 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. The plan of work shall include:
  - i. Committee name
  - ii. Chairman's name, e-mail, and telephone number
  - iii. Names of committee members
  - iv. Goals for the year
  - v. Activities to accomplish goals
  - vi. Anticipated expenses

### **III. Standing Committees and Description of Duties (eliminated non-existent committees)**

- 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. **Environmental Concerns:** strives to make parents, teachers and students aware of environmental concerns in the home, school and community.
- f. **Faculty/Staff Breakfast:** plans and accomplishes a “Welcome Breakfast” for the entire faculty, staff.
- g. **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
- h. **Juvenile Protection:** The elected officers serve as 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.
- i. **Prom Committee:** works with the Activities Office to arrange for the Senior Prom, recruit chaperones and organize events of the evening.
- j. **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.
- k. **Senior Picnic:** 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.
- l. **Staff Appreciation:** coordinates activities during Staff Appreciation Week.
- m. **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.

#### IV. Special committees

- a. **Audit Committee:** elected as prescribed in the Bylaws, to report at the first PTSA meeting in September and otherwise prescribed in the Bylaws.
- b. **Budget and Finance Committee:** The committee shall consist of incoming and outgoing Presidents, incoming and outgoing Treasurers, and incoming 2<sup>nd</sup> VP. The committee will meet following the election of officers to prepare a proposed budget to be presented at the annual meeting. The proposed budget will then be shared electronically with all members and voted on in May to allow for any necessary spending to happen during the summer in the new fiscal year.
- c. **Nominating Committee:** elected during the February PTSA meeting as prescribed in the Bylaws, Article VIII.
- d. **Awards Committee-**This committee shall consist of 1<sup>st</sup> Vice-President (chair), president, principal and 3<sup>rd</sup> 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.

#### V. Representatives 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. **School Safety Officer:** Keeps the lines of communication open with PTSA on school safety issues.
- e. **Past President:** The immediate Past President shall be an ex-officio member of the Executive Board and acts in an advisory capacity.
- f. **Grade Level Representatives:** Appointed roles, one for each grade level, that keep the lines of communication open between the PTSA, students, and parents/guardians

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

#### VII. Delegates or Representatives to State Meetings

- a. The President or an alternate shall attend State or Region 3 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

## VIII. Finances

- a. All reimbursements over \$10 require submission of a receipt.
- b. All reimbursement requests should be turned in within one month of expenditure.
- c. Reimbursement shall be made within one month of the treasurer's receipt of request.
- d. Requests for reimbursement must be within budget. There is no guarantee that expenditures above the line item budget amount will be approved for reimbursement.
- e. All monetary or cash equivalent donations must be recorded in the financials of this PTSA unit.
- f. The unit may not raise funds or promote a fundraiser for a specific individual or family
- g. A tax exempt receipt is available. Sales tax will not be reimbursed.
- h. Wish List, Class Enrichment Fund, and Angel Fund
  - i. In accordance with school district and PTA policies and procedures, no unit funds may be used for the benefit of a single student
  - ii. In accordance with PTA policies, unit funds may not be used to buy items that would be necessary and required for an individual student to participate in class.
  - iii. Unit funds may not be used towards extracurricular activities.
  - iv. Unit funds may not be used for purchase of teacher only supplies
  - v. Class enrichment requests should be evaluated against the criteria of
    1. impacting the greatest number of students
    2. not otherwise required to be purchased using other funding methods
  - vi. Items purchased for class enrichment purposes remain the property of the Mt Lebanon High School and may not be removed from the building upon separation of employment

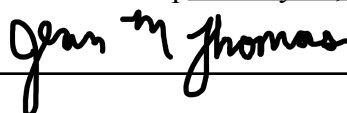
## IX. Membership, Meetings and Voting

- a. All committee chairs and committee members and Grade Level Representatives must be members of the PTSA unit (if a single independent auditor is elected to perform the audit, they do not need to be a member)
- b. Each member's vote carries the same weight
- c. Any person spending money on behalf of the unit must be a member.
- d. Monthly meetings will be held during the school day, except the September meeting, which will be in the evening and shall have introductions of new high school teaching staff in addition to regular business.
- e. Meeting in person is the default format of general membership meetings.
- f. Voting shall be by voice for in-person or virtual meetings, unless otherwise prescribed in the Bylaws.
- g. Minutes of the prior meeting and the agenda of the upcoming meeting shall be shared electronically with the membership before general meetings.
- h. Standing rules may be amended at any time, but in no event less than yearly. Amendments may be made with a majority vote with prior notice of the specific amendment(s) or with a unanimous vote without prior notice.

Revised and Updated May 27, 2025

Approved by the General Membership May 27, 2025

President's Signature

  
\_\_\_\_\_