

# MT. LEBANON CITY COUNCIL PTA STANDING RULES

**Revised and Adopted:** November 2, 2016

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 May be rescinded or amended at any regular business meeting by a 2/3 vote of members present without prior notice or by a majority vote with prior notice.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 Will continue in force until temporarily suspended, amended, or rescinded.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, and May. Meeting times and dates shall be on the school calendar. The venue rotation is as follows:

2016-2017

Mellon, Washington, Foster, Hoover, Howe, Jefferson Elementary, MLHS

2017-2018

Jefferson Middle, Lincoln, Markham, Mellon, Washington, Foster, MLHS

2018-2019

Hoover, Howe, Jefferson Elementary, Jefferson Middle, Lincoln, Markham, MLHS

2019-2020

Mellon, Washington, Foster, Hoover, Howe, Jefferson Elementary, 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.
7. The newly installed Council officers shall preside at the regular Council meeting in May, which shall be scheduled after the Installation meeting.

### **III. Special Meetings**

- 1) The Council President shall host a Presidents' Coffee a week prior to 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 unit presidents after the May installation lunch.
- 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 and occur in the fall. The meeting with the School Board shall be coordinated by the President and the School Board President and occur in the spring.
- 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 a week prior to 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 after the May installation lunch.
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. 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.

#### **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:  
  
2017 - Hoover, Jefferson Elementary, Mellon Middle, Howe  
2018 – Foster, Mt. Lebanon High School, Washington, Markham  
2019 – Jefferson Middle, Lincoln, Hoover, Jefferson Elementary  
2020 – Mellon Middle, Howe, Foster, Mt. Lebanon High School
3. An Installation luncheon will be held in May and shall provide for the installation of all PTA Council and unit officers. Guest list will include all incoming officers from Council and each unit, the Superintendent, Assistant Superintendents, District Director of Communications, School Board President, MLEA President and any award recipients chosen by the awards committee. A guest will also be invited to perform the installation ceremony, preferably a past Council president. The installation script may be supplied by the Installation Luncheon Committee. The newly installed officers will assume their duties following the installation. The dates of the Installation and the regular May Council meeting shall be on the school calendar.
4. A Council Workshop will provide workshops for incoming Presidents, Secretaries, Treasurers and Historians. The date of the Council Workshop shall be on the school calendar.
5. 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 April of each year at a rate of \$20 per person attending.
3. The Mt. Lebanon School Activities calendar is a joint project of the School District and the PTAs. The School District assumes two-thirds of the cost and the Mt. Lebanon City Council PTA assumes one third of the cost. All member PTA units are responsible for one-tenth of the PTA cost and shall pay such portion to the Council Treasurer upon request.

## **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. Cancelled 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. 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. ARTS IN EDUCATION : Shall coordinate the PTA Arts in Education program throughout the District. This shall include arranging for judging of entries at the Council level, notification of students, teachers, and administrators of their advancement through the levels of the Arts in Education program, and arranging for attendance of PA PTA Region 3 winners at the Spring Region 3 luncheon.
- b. 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.
- c. COMMUNITY SERVICE: Shall coordinate district-wide community service activities for all PTAs to participate in. May coordinate with any unit's community service chairs.
- d. CULTURAL ARTS: 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) to identify opportunities for district-provided events utilizing student groups.
- e. ENVIRONMENTAL CONCERNS: Shall develop a channel of communication between the unit PTAs and the school district regarding environmental issues and policies. Shall provide support to unit PTAs who are initiating environmental programs. Shall coordinate at least one district-wide environmental initiative. May participate in the annual "Tree City USA" program.
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. STAFF APPRECIATION: Shall coordinate the annual Central Office Luncheon during Teacher Appreciation Week, including soliciting donations from Council officers and PTA unit presidents.
- k. 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 Leadership and Workshop Committee shall consist of the Council Board. The Chair of the Leadership Conference and Workshop Committee shall be the 2nd Vice President of Council.
- 2.** The Installation Luncheon Committee shall consist of the President, First Vice President, and Secretary.
- 3.** 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.
- 4.** 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.

## **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 Public Library
Mt. Lebanon Education Association	Outreach Teen and Family Services
Mt. Lebanon Foundation for Education	PA PTA Region 3
Mt. Lebanon Fire Department	PA State Representative for 42 <sup>nd</sup> District
Mt. Lebanon Municipality	PA State Senator for 37 <sup>th</sup> District
Mt. Lebanon Police Department	
- 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 \_\_\_\_\_ and \_\_\_\_\_. The digital versions or links to publications may be forwarded on to units for inclusion in PTA newsletters.

### **X. 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:** 11-2-16

**President:**

*Jodi Kubit*

-----  
Jodi Kubit, Mt. Lebanon City Council PTA President