

## **Standing Rules of Lincoln Elementary School PTA**

### **I. Standing Rules**

A. Standing rules are permanent motions that supplement the 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. Standing rules must not conflict with the bylaws.

B. The Standing Rules shall be reviewed annually by the Executive Board and revised or updated as necessary. They may be revised or amended at any PTA meeting by a two-thirds vote of the members present without previous notice or by a majority vote with prior notice.

### **II. PTA Meetings**

A. Regular meetings of the Lincoln Elementary PTA shall be held in the months of September, November, February, March, April and May. Meeting dates and times shall appear on the district calendar.

B. Each Executive Board member is expected to attend all monthly board and general PTA meetings.

C. Each Chairperson is expected to attend all of his or her standing committee and general PTA meetings.

D. Chairpersons who need to make a committee report at a monthly meeting shall notify the President one week in advance.

E. An agenda for each PTA meeting shall be duplicated and made available to each person in attendance.

F. All newly-elected PTA officers and Standing Committee Chairpersons shall assume their duties on July 1st

### **III. Executive Board**

A. The Executive Board shall consist of the Officers of the Association with the Principal always serving as 4th Vice President.

B. Each Officer term is one year (with the understanding that after one year the Officer will be given the opportunity to continue for a second one year term). 1. President 2. First Vice President 3. Second Vice President 4. Third Vice President 5. Fourth Vice President– This is always the principal. 6. Treasurer 7. Recording Secretary 8. Corresponding Secretary 9. Historian

C. The officers shall assume Board duties on July 1st with the exception of the Treasurer who will continue in the position until July 31.

D. The Executive Board shall meet prior to each regularly scheduled PTA meeting with the time and place to be set by the President.

E. Each Officer is expected to notify the President if they are unable to attend a General Meeting.

F. Since absences hinder the work of the Executive Board, missing more than 2 Executive Board meetings may result in a 2/3 Board vote for removal from office. Replacement for any vacated Board position will be filled according to the local unit Bylaws.

G. Each Officer shall keep a detailed procedure notebook, outlining all duties and activities of his or her office and making suggestions for successors.

- H. Each Officer shall complete a year-end report and shall submit 3 copies to the Historian.
- I. All checks and contracts shall require the President's and Treasurer's signatures.
- J. The President shall make an announcement about the need for Nominating Committee members at the October PTA meeting. The Nominating Committee shall be elected at the November meeting and present a slate of officers at the February meeting. The membership shall conduct a vote of officers at the March meeting. (See A in Section VII for Election Procedures)

#### **IV. Membership Obligation**

- A. PTA membership is required for all leadership positions i.e.: Executive Board members, standing committee Chairpersons, and homeroom parents.
- B. PTA membership is required to vote at meetings.
- C. The PTA membership chair will provide a membership list to the first vice-president, recording secretary and the treasurer by November 1st.
- D. The 1st Vice President will ensure that all committee chairs are current PTA members.

#### **V. Standing Committees**

- A. Each committee Chairperson of a district wide committee is expected to attend his or her Council meetings set by the Mt. Lebanon PTA Council Chairperson, or is to send a delegate in his or her place. They will keep the President and Executive Board informed of pertinent information from these meetings.
- B. Each Chairperson should notify the President or Recording Secretary if unable to attend a meeting. An absent Chairperson is responsible for sending a report, if applicable.
- C. Each committee Chairperson shall keep a detailed procedure notebook, outlining all duties and activities of the committee and suggestions for successors.
- D. Year-end reports shall be submitted to the Historian and the President. The Historian will return a copy to be filed in each chairman's red notebook.
- E. All outgoing committee Chairpersons must submit their notebooks to the Historian at the end of the school year.
- F. The Historian will ensure that a copy of the most current Bylaws and Standing Rules shall be found in each committee chair's notebook.
- G. Any flyers sent by committee Chairpersons on behalf of the Lincoln PTA shall be approved prior to duplication and distribution by the President and Principal.
- H. Each committee Chairperson's term is for one year with the option to continue for up to three consecutive years.
- I. After serving for three consecutive years, the Chairperson's position will be made available to the general membership. Should no one wish to fill the position, the Chairperson may choose to resume duties on a year to year basis.
- J. Committee Chairpersons are expected to stay within the budget.
- K. Any budget discrepancies must be presented to the Executive Board and the membership L. Selection of committee Chairpersons will be made by the President. After determining which committee Chairpersons wish to continue, the President will distribute to all Lincoln families a Committee Chairperson Sign-up that includes all of the available committee positions. Selections will be made on a first come, first served basis. In an effort to be as inclusive as

possible, some parents may serve together as committee Co-chairs. In the event that a committee chairperson position remains unfilled at the end of this process, the President will personally solicit volunteers.

## **L. COMMITTEES-**

**Homeroom Coordinators-** The PTA has one or two volunteers who serve on the Homeroom Coordinators Committee. These volunteers have the job of selecting the Homeroom Coordinators for all of the classes at Lincoln. They send a form requesting volunteers at the beginning of the school year and select the Homeroom Coordinators from the pool of applicants. The classroom Homeroom Coordinator acts as a liaison between the teacher and the other classroom families. They solicit volunteers to help with classroom parties, chaperone field trips, and volunteer to help with other events. They also provide the teacher with additional requested classroom support.

**Book Fair** - This year Lincoln will likely sponsor two book fairs, one in the fall and one in the spring. The book fair raises money for the librarian to purchase books and other materials for the library. Students go to the Book Fair during their scheduled Library class. The Book Fair also has after school and evening hours. Parents are welcome to attend the book fair with their child, or send money in an envelope with spending instructions. Volunteers for this event are always welcome! Teachers and staff create wish lists for their classrooms and students are invited to purchase books from the lists as a gift to the classroom. To/From Stickers are provided for the student to put in the book before presenting it to the teacher.

**Classroom Parties-** Homeroom Coordinators and Family Volunteers plan and arrange for three parties during the year (Halloween, Winter Holiday and Valentine). Volunteers will coordinate a craft, a game and the reading of an appropriate book. A sign-up for classroom parties will be available via e-mail from your Homeroom Coordinator. Please note: No food is permitted at the parties or as take home treats.

**Corporate Rewards and Fundraising-** This committee is responsible for keeping track of Corporate Rewards (including Box Tops for Education and Amazon Smile) and for organizing other fundraising events throughout the year. This may include family night at local restaurants or other larger events.

**Cultural Arts-** This committee helps select the cultural arts groups that will perform at typically 3 assemblies for the students during the year. These assemblies are funded by the PTA.

**Directory & Membership** - All families are encouraged to join the PTA each year. The membership drive kicks off in September and the membership is good for one year. Joining the PTA shows your support for all of the programs the PTA sponsors! In order to vote at meetings, you must be a member. Finally, the PTA puts together a printed school directory each year. The committee chair coordinates gathering new family information, confirming current family information, creating the format, arranging for the printing of the directory, and distributing the directory. Each current PTA member receives a copy of the directory as a membership benefit. This committee is busy from mid August through September and then has very little activity throughout the year after the initial membership drive and directory distribution.

**Family Picnic** - A fun family event and opportunity to meet other Lincoln parents. Bring a picnic dinner (or purchase dinner from one of the food trucks), a blanket to sit on and enjoy a variety of entertainment. Weather permitting this is an outdoor event.

**Frosty Shop** - A holiday shopping spree for the students held in December. A committee of PTA volunteers buy and make items to be purchased by the students as gifts for the holidays. This committee needs many volunteers leading up to and on the day of the event. A form will be sent home for you to fill out indicating whom your child should buy for and how much they are allowed to spend. You are welcome to come and shop with your child during their designated time. Frosty is also open after school for parents to shop.

**Garden Maintenance Committee** - This committee is responsible for soliciting and organizing parents to care for the PTA school garden. This committee will work in conjunction with the principal, head custodian and teacher representatives several times a year to coordinate school wide efforts and participation in this project.

**Grand Finale** - Held every June, this fun-filled Lincoln field day event is a festival of friendly competition in the arts and games for all students. Each grade level is assigned a team t-shirt color for the day, with keepsake t-shirts available for purchase, if you wish, featuring the Lincoln Grand Finale logo on the front and the class list of names on the back.

**Ice Cream Social** - This event is held at the end of every school year. It is a fun event for the whole family to enjoy. The students are encouraged to bring their yearbooks to the Lincoln playground while they're enjoying their ice cream. This year, Ice Cream Social will be held the same night as Open House.

**International Potluck Dinner** - The International Family Committee was founded to help new families better integrate into the Lincoln Community. The committee holds a parent conversation group that meets for 90 minutes one a week so that parents can practice their English. The Mount Lebanon Community Group focuses on providing support for International parents to help their children succeed academically. An International Potluck dinner is also held once a year.

**Kindergarten Events** - This committee helps with events held for incoming Kindergarten Students and their Families. This includes Spring Orientation, Popsicle Playdate, Coffee and Kleenex, and Kindergarten Welcome Gifts!

**Lunchtime Clubs-** This committee coordinates the winter lunchtime program for students in grades 1-5. Parents are asked to volunteer their time and skills to run a club. The clubs typically meet once a week for a 4 week period. The committee organizes volunteers, room assignments with the principal and coordinates the student sign up process.

**Matt's Maker Space-** The Matt's Maker Space at Lincoln is made possible by a donation from the Mt. Lebanon Conover Family in memory of their son, Matthew. Our Lincoln Maker Space is a room in the school building where teachers can take their classes for collaborative thinking and learning. The Maker Space encourages experiential learning with hands-on projects.

**Readathon-** This event, which takes place during two weeks early in the Fall, is Lincoln's primary annual fundraiser. Prior to the event, the committee chair and co-chairs are responsible for establishing a Read-a-thon theme and coordinating with the principal to communicate with teachers, students, and families via school assemblies, decorating a hallway bulletin board, and distributing take-home flyers. The committee also secures daily and end-of-event prizes to encourage student participation.

**Scholastic Book Club-** Each month your child will receive a brochure from Scholastic with age appropriate books that can be purchased. Books are delivered to the classroom. PTA volunteers help teachers when the request is made.

**Science Fair-** Each year Lincoln holds a Science Fair for grades 2 thru 5. The distinguishing characteristic of a science fair is that project entries employ the scientific method to test a hypothesis. Students present their science project results in the form of a report, display board, and/or models that they have created. Look for announcements typically in January for how to participate.

**Spring Carnival-** A fun filled afternoon of carnival games run by our wonderful HS Volunteers and PTA Volunteers. Be sure to stop by for games, food from the Lincoln Snack Shack, Face Painting, Hair Chalk, Raffle Baskets, Bake Sale and more!

**Talent Show-**Held in the Spring, this is a fun way for our children to showcase their talents. Drummers, guitar players, dancers and more!

**Staff Appreciation (Fall and Spring)-** In the fall, the PTA welcomes staff and teachers back with a lunch held in the cafeteria. In May, we celebrate during Teacher Appreciation Week, but will have events that celebrate both the staff and teachers. Information will be sent out in April with opportunities to volunteer or donate items.

**Yearbook –** The Yearbook staff is made up of PTA volunteers who work all year to put together a book that the students cherish. This committee needs volunteers from each grade level to take candid photos throughout the year and help with layout of the pages. Yearbook distribution in June is always an end of the year highlight! Copies of previous Yearbooks are available to look at in the office and the library.

## **VI. Budget and Finance**

A. The Budget Committee shall consist of the Current and Incoming President (when applicable), Incoming 2nd Vice President, Current and Incoming Treasurer (when applicable), and the 3rd Vice President. The 2nd Vice President shall serve as chairperson for the committee.

B. The Budget Committee will present the budget at the April PTA meeting of the preceding school year. The budget will then be submitted for approval and voted upon at the last PTA meeting of the school year in May.

C. The President will solicit teacher feedback and the Executive Board will make a final decision on wish list items to be purchased for the benefit of the school based on the surplus of funds at the end of the school year. The wish list of items will be presented and voted on by membership at the final PTA meeting in May.

D. If it is necessary for any teacher, staff member or PTA member to make a budget amendment, he or she must notify the executive committee prior to the board meeting which precedes the general membership meeting for that month.

## **VII. Special Committees**

### **A. Audit Committee**

1. The Audit Committee shall be selected by the Executive Board prior to the April PTA meeting.

2. The Audit Committee shall consist of three PTA members who are not authorized to sign checks and one alternate.

3. The Audit Committee shall audit the Treasurer's accounts after the close of the accounts on June 30th and prepare a written report of findings to the Executive Board that will be presented to membership at the September meeting.

Approved by Lincoln Membership

Date:

President's Signature

President's Name