

## 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 June 1<sup>st</sup>

### **III. Executive Board**

A. The Executive Board shall consist of the Officers of the Association with the Principal always serving as 4<sup>th</sup> 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 be installed at the May PTA Council installation luncheon. They will assume Board duties on June 1st with the exception of the Treasurer who will continue in the position until July 31. In the event that the installation luncheon precedes the May general PTA meeting, the outgoing Executive Board members will co-officiate the meeting.

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 red 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 membership list to the first vice-president, recording secretary and the treasurer by November 1<sup>st</sup>.

D. The 1<sup>st</sup> 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.

A. 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.

B. Each committee Chairperson shall keep a detailed red procedure notebook, outlining all duties and activities of the committee and suggestions for successors.

C. 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.

D. All outgoing committee Chairpersons must submit their red notebooks to the Historian at the end of the school year.

E. The Historian will insure that a copy of the most current Bylaws and Standing Rules shall be found in each committee chair's red notebook.

F. 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.

G. Each committee Chairperson's term is for one year with the option to continue for up to three consecutive years.

H. 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.

I. Committee Chairpersons are expected to stay within the budget.

J. Any budget discrepancies must be presented to the Executive Board and the membership

K. 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. If any Lincoln specific committees remain unchaired 3 months prior to their event, this activity will not be held that school year.

M. If a committee Chairperson resigns prior to their event, it will be at the discretion of the Executive Board as to whether that event is held.

### **Lincoln Committees**

*Accelerated Reader* – This person works with the second and potentially the third grade teachers to help with the accelerated reader program. Responsibilities include managing the database of students, purchasing books and tests for the accelerated reader library, and recruiting parent volunteers to write tests for some of the accelerated reader books.

*All Wheels Rodeo* – This person coordinates a Saturday morning of fun with the theme of bike and playground safety.

*Awards Committee* – This committee chair will appoint a committee of at least three members along with a teacher representative. They will work to select a person who has gone above and beyond the call of duty in giving of their time to benefit the students at Lincoln to receive the Lincoln Friend Award.

*Book Club* – This person coordinates book discussion groups for students in grades 3-5. He or she makes grade appropriate book selections, solicits and trains parent volunteers to lead the book club discussions, and handles the scheduling of room assignments with the principal and coordinates the student sign-up process.

*Community Service* – This person is responsible for selecting and implementing at least one, but no more than three community service projects for the school throughout the school year.

*Directory* – This person is responsible for putting together the printed Lincoln directory. He or she will solicit new families for contact information and make sure current family information is up to date. The directory should be distributed no later than October.

*Family Picnic* – This person is responsible for organizing the family picnic held in September.

*Fifth Grade Activities* – This person is the liaison between the fifth grade teachers and the fifth grade parents when it comes time to mobilize parent volunteers for the fifth grade activities held at the end of the year.

*Fitness Festival* – This person coordinates an evening of fun, fitness themed activities for the entire family.

*Foreign Language Club* – This person coordinates the foreign language club program for students in grades 1-5. He or she solicits parent volunteers to teach a foreign language, handles the scheduling of the room assignments with the principal and coordinates the student sign-up process.

*Frosty Shop* – This person is responsible for the holiday shop where students can purchase inexpensive gifts for family and friends. He or she is responsible for overseeing the making of crafts, purchasing merchandise in addition to mobilizing

parent volunteers to make items to sell, price items, set up and tear down.

*Fundraising* – This person is responsible for running the fundraising event(s) chosen by the Executive Board for that school year.

*Garden Committee* – This person is responsible for soliciting and mobilizing

parents to care for the PTA school garden. This person will meet with the principal, head custodian and teacher representatives several times a year to coordinate school wide efforts and participation in this project.

*Giant Eagle/Box Tops* – This person is responsible for running the Giant Eagle Apples for Students program and the General Mills Box Tops program which earns products and money for the school.

*Homeroom Parent Coordinator K-2* – This person is responsible for soliciting and selecting parents who have students in grades K-2 to be homeroom parent coordinators. He or she leads a training session for these parents in the fall to communicate information regarding class parties, field trips, projects and District policies such as the Food and Wellness Policy.

*Homeroom Parent Coordinator 3-5* – This person is responsible for soliciting and selecting parents who have students in grades 3-5 to be homeroom parent coordinators. He or she leads a training session for these parents in the fall to communicate information regarding class parties, field trips, projects and District policies such as the Food and Wellness Policy.

*Hospitality* – This person is responsible for providing hospitality/refreshments for the monthly PTA meetings, in addition to the principal's coffee and the kindergarten and first grade coffees.

*Kindergarten Orientation* – This person is responsible for coordinating the program that is held in the spring to welcome perspective Kindergarten students and parents.



*Lunchtime Clubs* – This person coordinates the lunchtime program for students in grades 1-5. He or she solicits parent volunteers to share a skill and teach a lunchtime club, handles the scheduling of room assignments with the principal and coordinates the student sign-up process.

*Mardi Gras* – This person is responsible for planning, staffing committees and running this school wide festival held on a Saturday in February.

*Odyssey of the Mind*- This person organizes and oversees the formation of teams and coordinates the scheduling of practice session and competitions.

*Open House* – This person is responsible for purchasing food, soliciting parents for food donations, coordinating parent volunteers to help serve the refreshments, and to mobilize a group of volunteers to clean up afterwards.

*Scholastic Book Club* – This person oversees the individual classroom parent volunteers who distribute the monthly Scholastic Book sale forms, place and distribute orders.

*Skating Party* – This person is responsible for organizing the skating party that takes place on Election Day.

*Staff Appreciation Dinner* – This person is responsible for hosting a dinner in the lunchroom in May to recognize and thank the support staff, custodians and crossing guards of Lincoln School. He or she sends invitations to the event, arranges a menu, solicits parents for food donations, and coordinates volunteers to help host, serve and clean-up after the dinner.

*Talent Show* – This person is responsible for organizing the annual Lincoln talent

show that takes place at the end of the school year. He or she hosts auditions, and plans and prints the program with the help of parent and student volunteers.

*Teacher Appreciation Week* – This person is responsible for coordinating the student activities that take place during Teacher Appreciation Week.

*Ways and Means* – This person evaluates proposed fundraising activities needed to support PTA programs and projects. This is typically the first vice-president.

*Yearbook* – This person is responsible for the publication of the Lincoln yearbook that is sold to students and distributed at the end of the school year. He or she works with the printing company, selects a yearbook format, and organizes a committee of parents who take pictures, work on page layout and run the yearbook sale and distribution.

### **District Wide Committees**

*Arts in Education* – This person coordinates Lincoln's participation in the National PTA Arts in Education Program. He or she encourages students to create entries in the various art forms and then submits these entries for judging at the local, state and national levels.

*Bylaws* – Bylaw revision occurs once every five years. At this time the current President is responsible for revising and amending the Bylaws according to the guidelines provided by the State Office. The President is also responsible for answering any bylaw questions.

*Cultural Arts* – This person works with the principal to coordinate the scheduling of cultural arts programs for the school students.

*Environmental Concerns* – This person addresses environmental issues at Lincoln, coordinates recycling efforts and school clean-up days, and initiates school wide activities for Earth Week.

*Health and Safety* – This person is responsible for coordinating health and safety related events at Lincoln.

*Human Relations* – This person is responsible for welcoming new families to Lincoln school. This person will provide and maintain an official PTA welcome packet for all new families entering Lincoln throughout the school year. He or she extends invitations to these families to attend a PTA District Council welcome party in the fall.

*Juvenile Protection* – This person is responsible for coordinating PTA juvenile protection concerns with the appropriate school district and municipal personnel.

*Legislation* – This person shall keep PTA members informed of legislation pertinent to PTA and education at the local, state and national levels.

*Membership* – This person is responsible for running the PTA membership campaign. He or she will maintain the membership records, collect dues and submit membership information and dues to the district, state and national PTAs by the established deadlines.

*Parent/School Education* – This person is responsible for offering educational programs that would be of interest to Lincoln families.

*Technology* – This person is responsible for maintaining the Lincoln PTA website.

*Vision Screening* – This person is responsible for recruiting volunteers who are trained to test preschool children for early detection of visual defects.

## **VI. Budget and Finance**

A. The Budget Committee shall consist of the Current and Incoming President (when applicable), Incoming 2<sup>nd</sup> Vice President, Current and Incoming Treasurer (when applicable), and the 3<sup>rd</sup> Vice President. The 2<sup>nd</sup> 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 30<sup>th</sup> 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