

# Standing Rules for Jefferson Middle School PTA

**Revised and Adopted:** October 15, 2014

Standing rules are motions of a permanent nature. They 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 May be rescinded or amended at any regular business meeting by a 2/3 vote of members present without previous notice or by a majority vote with previous notice.
3. Will continue in force until temporarily suspended, amended, or rescinded.
4. Should be revised and updated once a year.

## **II. PTA Meetings**

1. Regular meetings of the Jefferson Middle School (JMS) PTA shall be held in the months of September, November, February, March and May. Meeting dates and times shall appear on the district calendar and in the directory.
2. Each Executive Board member is expected to attend all monthly board and general JMS PTA meetings.
3. Each Chairperson is expected to attend all of his or her standing committee and general JMS PTA meetings.
4. Chairpersons who need to make a committee report at a monthly meeting shall notify the President one week in advance.

## **III. Executive Board - See Article X - Executive Board (Section) of our Unit Bylaws for a list of duties that apply to the entire board. The following are duties in addition to what is required by this organization's bylaws.**

1. Officer Job Descriptions

**President:** Attend monthly presidents' coffees and Mt. Lebanon City Council PTA meetings. Maintain list of officers and standing committee chairpersons. Distribute to all JMS families a Committee Chairperson sign-up form that includes all of the available committee positions. Prepare the welcome back email for beginning of the school year. Serve as the Bylaws Chairperson.

**First Vice President:** Act as the Membership-Donations Chair which consists of collecting membership fees and donations and compiling a list of members for the JMS PTA and PA PTA. Attend monthly Mt. Lebanon City Council PTA meetings when the President is not able to attend.

**Second Vice President:** Oversee any and all Corporate Rewards programs that JMS PTA participates in. Assist with Spirit Wear sales as needed.

**Third Vice President:** Use master student list to create the JMS Directory. Update and review the JMS Directory for distribution via email.

**Fourth Vice President:** This is an appointed position held by the Principal of Jefferson Middle School.

**Recording Secretary:** Handle Hospitality for JMS PTA meetings and Principal's Coffees by circulating a sign-up list to Executive Board members for them to provide refreshments for meetings.

**Corresponding Secretary:** Prepare occasional urgent e-blasts, regular email reminders to solicit newsletter articles from chairpersons, executive committee, Principal, school counselors and staff. Use the master student list to upload email addresses to Constant Contact and maintain the mailing list during the year. Have all newsletters approved by the President.

**Treasurer:** Attend PTA training classes for Treasurers from the Mt. Lebanon City Council PTA throughout the year.

**Historian:** Collect the Volunteer Sign-ups from the online registration and compile a list for the President and all committee chairs at the beginning of the school year. Keep records of activities and achievements; make them available for local, council, or state leaders as requested. Collect the committee year-end reports and forward to the Technology chair for uploading to the JMS PTA website. Maintain online Red Book with the Technology chairperson.

2. The officers shall be installed at the May PTA Council installation luncheon. They will assume Board duties at that time with the exception of the Treasurer who will continue in the position until June 30th.
3. Each Officer is expected to notify the President if they are unable to attend a General Meeting.
4. 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 offices. Replacement for any vacated Board position will be filled according to the local unit bylaws.
5. Each Officer shall keep a detailed procedure notebook outlining all duties and activities of his or her office and making suggestions for successors.

#### **IV. Mt. Lebanon City Council PTA Membership Obligation**

1. Each Mt. Lebanon PTA unit is required to pay \$260.00 to the Council Treasurer by December 1, to be distributed as follows:

Luncheon	\$140
Awards	\$30
Committees	\$30
Training & Convention	\$60

2. 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.
3. The current unit President or delegate shall bring the Historian's book from their unit to the September Council meeting. The book should contain two copies of the President's report and the Treasurer's report from the previous year. One copy of each report will be placed in the Council Historian's files. The reviewed unit Historian's book shall be returned at the October Council meeting to the unit President or delegate.

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

1. A list of the Standing Committees can be found in the JMS Directory, on the JMS PTA website and on the district calendar.
2. Each committee chairperson shall refer to the JMS PTA website Red Book page(s) which contains a job description and other details pertinent to the committee.
3. Each committee chairperson shall keep a detailed procedure report outlining all activities of the committee and suggestions for their successor. Year-end reports shall be submitted to the Historian no later than one month after completion of a time-specific project, otherwise, they should be turned in at the end of the school year.
4. Each Chairperson should notify the President or Recording Secretary if they are unable to attend a meeting. An absent Chairperson is responsible for sending a report, if applicable.
5. Any flyers that need to be distributed on behalf of the JMS PTA shall be approved prior to distribution by the President and Principal. Electronic distribution shall be used whenever possible to avoid the cost of duplicating. If hard copy distribution is required, permission must be gained from the President.
6. After serving for two 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.
7. Committee Chairpersons are expected to stay within the budget or obtain prior approval from the executive board and general membership for expenses that exceed the committee's budgeted amount.

8. If any JMS committees remain un-chaired three months prior to the event, the activity(ies) will not be held that school year.
9. 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.
10. Each committee Chairperson of a district-wide committee is expected to attend his or her Council meetings set by the Mt. Lebanon City Council PTA Chairperson, or to send a delegate in his or her place. They are to keep the President and Executive Board informed of pertinent information from these meetings. The committees are listed on the Mt. Lebanon City Council PTA website.

## **VI. Special Committees**

### **A. Budget Committee**

1. The Budget Committee shall consist of the current President, Treasurer, Principal and the incoming Executive Board. The current Treasurer shall serve as chairperson for the committee.
2. The Budget Committee will present the budget at the May PTA general membership meeting of the preceding school year for review only.
3. The Treasurer will present a revised and final budget at the September PTA general membership meeting after the audit and final carryover have been completed. The budget will be approved by the membership at this meeting.

### **B. Audit Committee**

1. Audit committee members must be JMS PTA member.
2. The President shall call for members of the Audit Committee prior to the May Executive Board meeting. Interested PTA members will inform the President of their willingness to serve on the committee.
3. In lieu of a three-member committee, the audit may be performed by one JMS PTA member who is a CPA.
4. The Audit Committee shall:
  - a. Audit the Treasurer's accounts after the close of the fiscal year, June 30th.
  - b. Prepare a written report of findings for the Treasurer prior to the August Executive Board meeting.
  - c. Present the written report of findings to the general membership at the September PTA meeting.

### **C. Nominating Committee**

1. All members of the Nominating Committee must be members of the JMS PTA.

2. The Nominating Committee may consist of at least one, but no more than two Executive Board members.
3. The Nominating Committee shall, if possible, consist of members from three different feeder elementary schools.

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

1. JMS PTA shall pay expenses for President and/or delegates to attend Region 3 Conferences.
2. JMS PTA shall pay expenses for President and/or delegates to attend the Pennsylvania PTA Convention and/or the National PTA Convention.
3. JMS PTA shall pay expenses of the President and/or alternate to attend the Summer Leadership Session sponsored by PA PTA.
4. JMS PTA shall pay expenses of the President and/or Legislation Chair to attend the Pennsylvania PTA Legislative Conference in Harrisburg.

## **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 President by April 1 for inclusion in the preliminary budget. A preliminary budget will be presented at the last PTA general 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 PTA general meeting.

## **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. Publications**

1. The President receives complimentary copies of *PTA in Pennsylvania*, *Our Children*, and *PTO Today*.

**Approved by JMS PTA Membership:**

**Date:** October 15, 2014

**President Signature:** *Jodi Kubit*

**President Name:** Jodi Kubit, President