

Mellon Middle School PTA

Standing Rules of Organization 2022-2023

Standing rules are attached to the Bylaws and may be amended by a two-thirds vote of the Executive Board without prior notice. Standing Rules should be updated every year following the election of officers. They may be revised and approved by the Executive Board during the year.

1. General Responsibilities:

- a. Bylaws and Standing Rules: Copies of Bylaws and Standing Rules shall be distributed to each member of the Executive Board and kept in the Officer Binders. The current bylaws and standing rules will be posted on the Mellon PTA website. All committee chairs (and general membership) can access the standing rules and bylaws via the website.
- b. Binders – Officer and Committee Chairs:
 - i. All officers and committee chairs will be given either a binder or electronic files at the September PTA meeting (or before if needed) or will be contacted by email and granted access to the MMS PTA Google Drive if necessary.
 - ii. The binders and Google Drive folders will include:
 - Officer/Committee Chair duties and responsibilities
 - Year End Report dating back at least 1 year
 - Copies of all correspondence, fliers, notes, etc. pertaining to the respective office.
 - iii. All officers and committee chairs can access the Mellon PTA Website to find the following documents
 1. Current Bylaws
 2. Current Standing Rules
 3. Current Officer and Committee Chair list
 4. Current Budget
 5. Calendar
 - iv. The binders will be returned or electronic files will be sent to the Historian by the May PTA meeting.
 - v. Each Officer and Committee Chair is responsible for keeping a detailed Committee Chair Binder/Folder outlining all activities of the committee/office and recommendations for the successor. They shall also prepare a detailed “Year-end Committee Chair Report” which shall be emailed to the Historian prior to the May PTA Meeting.
- c. PTA Meetings
 - i. There will be six (6) regular meetings of this association in the months of September, November, January, February, March and May. Meeting times and dates will be listed on the School Calendar and announced in the Mellon Memo. An agenda, prior month’s minutes and prior month’s financials will be distributed

at each meeting. Executive committee board meetings will be held at the discretion of the President.

- ii. Each officer and committee chairperson, in addition to regular duties, represents General Membership and is expected to attend General Membership PTA meetings and Principal Coffees.
- iii. Any chairperson wishing to make a report shall notify the President one week in advance of the meeting.

d. Miscellaneous

- i. Checks shall require at least two (2) signatures: those of the President or 1st Vice President and the Treasurer.
- ii. All expenditures from the "Varied Educational Expenses" account will require a majority vote of the officers. Any expenditures from this account in excess of \$1000 will require a majority vote at a general membership meeting.
- iii. The President may find a replacement for a chairperson who is repeatedly absent or unable to carry out assigned duties.
- iv. A copy of each flyer or letter sent on behalf of the Mellon Middle School PTA shall be approved by the President and a copy shall be given to the Principal. These copies may be digital.
- v. Membership dues shall consist of fifteen dollars per individual or thirty dollars per family (\$15/\$30) and be distributed as follows: State Dues: \$2.75; National Dues: \$2.25; Council Dues: \$.50; Georgia Pogue Scholarship Fund: \$1.
- vi. Mellon PTA fiscal year is July 1 – June 30.

2. Standing Committees and Descriptions of Duties

- a. ARTS IN EDUCATION/REFLECTIONS: sponsored by PTA to encourage students' creative abilities in various categories (ex. Literature, music composition, photography, visual arts). There is a recognition of students' work at local, regional, state and national PTA levels. This chair will advertise annual theme in Memo and collect submissions to pass on to Council
- b. BOOK FAIR: work with Scholastic and the school principal to coordinate and run the annual book fair.
- c. BYLAWS: responsible for and aware of the Bylaws and Standing Rules as they affect the business of the meetings and for advising the President of procedure if there is a question. Bylaws need to be updated every 5 years – (last updated March 2021). Standing rules should be reviewed yearly and updated as appropriate.
- d. CAREER DAY: work closely with the guidance department to organize career day for the 8th grade class.
- e. COMMUNITY SERVICE: coordinate with Community Service chair at council level for annual district wide community service project
- f. CORPORATE REWARDS: coordinate applicable corporate rewards and advertise reward programs in Memo; earned funds supplement PTA budget
- g. COUNCIL DELEGATE: represent Mellon PTA at monthly Mt. Lebanon City Council PTA meetings and report back to the membership

- h. CULTURAL ARTS: works with Mellon administration to plan and schedule cultural arts assemblies/programs
- i. DIRECTORY AND MEMBERSHIP: using Membership Toolkit, collect membership dues; coordinate volunteers for Open House membership drive; work with Treasurer to provide reports for submission of annual dues to the local, State and National PTAs; responsible for the membership record-keeping of the unit; compile information to put into an electronic school directory available by early October for all paying PTA members
- j. EIGHTH GRADE RECOGNITION: Plans and organizes the recognition activities for the outgoing 8th-grade class; provides volunteers for this event; PTA assists with some of the financial responsibilities surrounding the events. Works with the Mellon administration as necessary.
- k. ENVIRONMENTAL: address concerns about environmental issues and educate the Mellon families on environmental issues.
- l. FACULTY BREAKFAST: plan and coordinate the breakfast for Mellon faculty and staff before school begins
- m. JUVENILE PROTECTION: keep PTA members informed through the Mellon Memo on state, national and local safety issues that concern students at Mellon; act as a liaison between Mellon and the Council Juvenile Protection Committee; enact programs to protect the safety of our children; monitor traffic problems in the school area.
- n. MELLON MEMO: responsible for creating the MM, compiling all school, district, and community news to send out to the Mellon families.
- o. ODYSSEY OF THE MIND: recruit and organize volunteers to be trained to assist with the Odyssey of the Mind Program; oversee and assist students and volunteers participating in this program.
- p. PARENT EDUCATION: an extended duty of the 2nd VP; participate in planning meetings with other District Chairs for cooperative programs; attend Council-sponsored school education meetings and report to PTA members at meetings and through the MM.
- q. SPIRITWEAR: plan spirit wear fundraiser for Mellon PTA
- r. STAFF APPRECIATION: plan activities around National Teacher Appreciation Week in early May
- s. STUDENT PICTURE DAY: recruit parent volunteers to assist on Mellon Middle School Picture Day.
- t. WEBSITE: maintain the Mellon Middle School PTA portion of the District website; meet with the District Information Officer as needed; attend Council Technology training meetings.
- u. WRITING LAB: work closely with the writing lab technician; recruit and organize volunteers to be trained to assist with the writing lab program for all Mellon Middle School students; guide volunteers in obtaining required clearances; train new and current volunteers on writing lab procedures.

3. Special Committees

- a. AUDIT COMMITTEE: is selected at the May PTA meeting consisting of an auditor or an auditing committee of not fewer than three members, who are not authorized to sign checks (per Bylaws, Article IX, Section 7h). If the auditor is a licensed CPA, only one member of the committee is needed. The audit will be conducted after the close of the

fiscal year. (FY July 1-June 30). The audit report will be presented by a member of the audit committee at the September PTA meeting.

b. **NOMINATING COMMITTEE:** elected at the January PTA meeting as described in the Bylaws, Article III, Section 7.

c. **BUDGET COMMITTEE:** shall meet following the election of officers to prepare a budget for presentation at the last PTA meeting in May. The proposed budget will be amended after the audit and presented at the September PTA meeting for approval. The Budget committee will consist of incoming and outgoing Presidents, incoming and outgoing Treasurers, 1st Vice-President and one other member- at-large.

d. The President may appoint a committee to determine whether the association will make any honorary awards for the year. Such honorary awards include the Pennsylvania State Life Membership, a contribution to PTA Council or an Outstanding Service Award.

e. Other committees may be appointed by the President as needed.

4. Delegates

a. The President or an alternate may attend the Region PTA Meetings or the State Convention with expenses paid by the Unit.

b. The President or an alternate may attend the State PTA Summer Session with expenses paid by the Unit.

c. The expenses of Officers or Committee Chairmen attending the special meetings shall be determined by the Executive Board.

5. Special Observances and Recognition

a. All staff will be recognized throughout the year and will be a part of the Teacher recognition festivities in May.

6. Job Descriptions or each officer are an attachment to these Standing Rules

TREASURER JOB DESCRIPTION

- Maintain financial records for the Mellon PTA.
- Record and submit all deposits and payments for PTA. Two signatures are required on all checks.
- Reconcile accounts with bank statements on a monthly basis.
- Ensure that the correct signatories are on the bank check signature card: Treasurer, President and 1st Vice President
- Prepare and present a Treasurer Report for all 6 PTA meetings, including an itemized category report and a budget report.
- Attend PTA executive board meetings, and bring updated budget materials as needed (usually one week prior to the scheduled PTA meeting).
- Submit IRS 990EZ postcard to IRS via email.
- Submit PA PTA membership dues.
- Submit all formal financial documents required by the state, including:
 - o AP Institution of Purely Public Charity Registration.
 - o Annual Statement-Non-Profit Corporation form, including the names of officers
- Check with President to make sure that the Change of Officer forms have been filed with PA Department of State.
- Obtain quote (online) and send payment for PTA Insurance. Maintain documentation of Insurance. Provide a copy of the insurance to the President
- Prepare materials and assist in preparation of upcoming year's budget.
- Send a reminder to the general membership to submit receipts by the end of our fiscal year for reimbursement.
- Submit a list of PTA donations to MTLSD at the end of the school year.
- Present the proposed budget at the annual PTA general membership meeting.
- Prepare materials for audit, with instructions from audit committee.
- Attend Principal's Coffees.
- Perform other duties deemed necessary by the President.

#denotes bylaw item, not part of standing rules

SECRETARY JOB DESCRIPTION

- #Conduct correspondence on behalf of Mellon's PTA including: thank you notes, condolences, get well cards and other correspondence as assigned by the Board.
- #Record all minutes at PTA meetings
- Produce electronic and hard copies of the minutes. Email an electronic copy of the previous meeting's minutes to the executive board members one week prior to the PTA meeting for review.
- #Provide hard copies at the PTA meeting of the previous meetings' minutes for the membership to approve.
- After the minutes have been officially approved, forward an electronic copy to:
 - o The President
 - o The Technology Chairperson to be posted on the PTA Website
 - Upload to Mellon PTA Google Drive
- #Keep a binder with hard copies of the approved minutes
- #Bring the binder with approved hard copies of at least twelve meetings of past minutes to all PTA meetings.
- Bring a copy of bylaws and standing rules to all PTA meetings.
- Periodically check the PTA mailbox for correspondence.
- Share all appropriate correspondence at the PTA meetings.
- Attend all 6 PTA meetings.
- Attend PTA executive board meetings (usually one week prior to the scheduled PTA meeting).
- Attend Principal's Coffees.
- Perform other duties deemed necessary by the President.

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3rd VICE PRESIDENT JOB DESCRIPTION

- Held by Mellon's Principal. This is a non-elected position.
- #Act as an advisor and liaison between the PTA, faculty and student body
- Serve as a member of the Nominating Committee
- Attend all 6 PTA meetings.
- Attend PTA executive board meetings (usually one week prior to the scheduled PTA meeting).
- Attend Principal's Coffees.

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2nd VICE PRESIDENT JOB DESCRIPTION

- #Take primary responsibility for parent education. This will include:
 - o Being the chairperson of the Parent Education Committee
 - o Supporting parent education initiatives through cooperation with PTA Council and other units' programs.
- Update the bylaws every 5 years or earlier if deemed necessary by the state PTA, or Mellon's PTA executive board in conjunction with the Bylaws Committee chairperson. (The bylaws were last updated in May 2021.)
- Coordinate the refreshments for the Principal's Coffees
- Work with principal to coordinate a schedule for the use of the display cases.
- Attend all 6 PTA meetings.
- Attend PTA executive board meetings (usually one week prior to the scheduled PTA meeting).
- Attend Principal's Coffees.
- Perform other duties deemed necessary by the president.

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1st VICE PRESIDENT JOB DESCRIPTION

- Act as co-president (see President's job description)
- #Perform the duties of the president in the president's absence or inability to serve.
- #Represent Mellon's PTA at Council in any instance in which the president is unavailable.
- #Take primary responsibility for creating Mellon's PTA calendar. This must be coordinated with the school district calendar.
- #Serve as a member of the Bylaws and Standing Rules committee
- Serve on the Budget Committee
- Assist president in recruiting committee chairpersons.
- If needed, coordinate annual volunteer lists, including developing an interest form for the summer e-blast, collecting the information and providing it to the president and the appropriate committee chairpersons.
- #Work closely with any committee chairperson as designated by the president.
- Attend all 6 PTA meetings.
- Attend PTA executive board meetings (usually one week prior to the scheduled PTA meeting).
- Attend Principal's Coffees.
- Perform other duties deemed necessary by the president.

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HISTORIAN JOB DESCRIPTION

- Provide a copy of each year end report to:
 - o Appropriate committee red binder (if applicable)
 - o Appropriate committee folder on MMS PTA Google Drive o PTA President (electronically)
 - o Historian's Binder
- Provide NEW committee chairpersons with access to the MMS PTA Google Drive Folder associated with their committee.
- Keep a record of PTA activities and achievements throughout the school year by creating and maintaining a Historical Binder.
- Attend all 6 PTA meetings.
- Attend PTA executive board meetings (usually one week prior to the scheduled PTA meeting).
- Attend Principal's Coffees.
- Perform other duties deemed necessary by the President.

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PRESIDENT JOB DESCRIPTION

- Preside at six PTA meetings each year. Prepare agenda for each meeting.
 - Schedule and preside at executive board meetings, usually held one week prior to the general meetings.
 - Attend district PTA Presidents' meetings, usually the last Wednesday of each month.
 - Attend PTA Council meetings, usually the first Wednesday of each month.
 - Represent Mellon PTA at Council events throughout the year.
 - Attend Principal's Coffees.
 - Host an optional PTA meeting/appreciation brunch in May
 - Attend the New Student Orientation in August and speak on behalf of the PTA.
 - Attend the PTA sponsored: Welcome Back Faculty Breakfast in August and the Staff Appreciation Luncheon in May.
 - Attend the first faculty meeting, at the request of the Principal, to discuss teacher enrichment funds for the year.
 - Attend fifth grade transition meetings at the feeder schools with the Principal in January and speak on behalf of the Mellon PTA.
 - Attend meetings with Assistant Superintendent of Secondary Schools, as requested.
 - Work closely with the Principal throughout the year, meeting as necessary.
 - Fill all Mellon PTA Committee Chairperson positions.
 - #Coordinate the work of the board and committees, provide assistance as needed.
 - #Serve as an ex-officio member of all committees except nominating and audit.
 - Assist 1st VP and Principal in developing PTA/school calendar for the following year.
 - Serve on budget committee to prepare the budget for the following year.
 - Co-sign all PTA checks, as requested by Treasurer.
 - Form an audit committee at the May meeting.
 - Have budget posted on website at least thirty days prior to the September meeting.
 - Ask for candidates for the Nominating Committee in November, hold election for committee at January meeting.
 - Provide for election of officers to be held at the March PTA meeting.
 - #Correspond with the state PTA as dictated in the bylaws, including sending contact information for the incoming officers to the state PTA office no later than June 15th of each year.
 - Send a list of the officers and committee chairpersons with street addresses, phone numbers, and email addresses to the Mt. Lebanon City Council.
 - Provide information to be published in the Mellon Memo.
 - Provide and coordinate PTA information to be given to the school secretary for the electronic summer mailing.
 - Coordinate PTA activities at Open House, including Membership and Directory.
 - Provide information to the Newsletter editors of the feeder schools in May to welcome the fifth grade parents to the Mellon PTA.
 - #Perform other duties as directed by executive board or prescribed in the bylaws.
- #denotes bylaw item, not part of standing rules

Revised and updated DATE, 2022 by:

Jen Larence	President
Heather Boylan Clark	1st Vice President
Elizabeth Schwertfuehrer	2nd Vice President
Mr. Chris Wolfson	3rd Vice President
Katie Shaw	Secretary
Soncerae Yeager	Treasurer
Natalie Kukla	Historian

Approved by Mellon PTA Executive Board

Date

President Signature
Jen Larence

1st Vice President Signature
Heather Boylan Clark