

**Thomas Jefferson Elementary School
Parent-Teacher Association (hereinafter "JES PTA")**

- A. Standing Rules must be reviewed annually and updated as needed. The responsibility for updating this document rests with the President and First Vice President.
- B. Officers shall be installed at the May Council meeting by a District, State or Council Officer.
- C. The duties of the Executive Officers are described in the Bylaws with these additions:
 - 1. The **President** shall preside at all meetings of the Executive Board. If the President is unable to attend an executive board meeting, she/he will appoint another Executive Board member to preside at the meeting. The President shall be responsible for updating and planning the School District Calendar with the Principal. The President is responsible for mailing the names of new officers to the PAPTA immediately following an election or appointment.
 - 2. The **First Vice President** shall act as Council representative; shall be responsible for the annual review of these Standing Rules; shall be responsible for planning programs for PTA meetings in consultation with the President.
 - 3. The **Recording Secretary** shall be responsible for references to the Bylaws at each meeting; and shall be responsible for taking meeting minutes at every PTA meeting. The Recording Secretary shall be responsible for finding another board member to take them in their absence if they cannot be in attendance.
 - 4. The **Corresponding Secretary** shall be responsible for notifying the board of meeting and shall report on communications received from faculty, staff, parents, and other persons or entities. The Corresponding Secretary shall also be responsible for preparing the biweekly newsletter for distribution to PTA membership and sending it (via email or posting it on the PTA website) to all PTA members, as well as updating the JES PTA website on the district website.
 - 5. The **Treasurer** shall be elected each year and shall serve with the understanding that it will be for two years; shall be chairperson on the Budget Committee; and shall submit the annual audit for approval at the September unit meeting. The treasurer shall supply the Treasurer's Annual Report and the Audit Report to Council annually. The treasurer shall be responsible for paying bills, making deposits, and setting up cash boxes for events.
 - 6. The **Historian** shall check all procedure files and collect one electronic copy of committee reports to be filed and shared with:
 - a. President
 - b. Incoming Committee Chairpersons
- D. The Executive Officers shall select the Standing Committee Chairpersons and annually review these committees to determine their continuation. Each chairperson may have one or more assistants approved by the President.

- E. A Bylaws Chairperson shall be appointed for the year in which revision is mandatory.
- F. The Chairperson of each Standing Committee shall review the existing plan of work for her/his committee and will submit suggested changes to the Executive Committee for approval.
- G. The Standing Committees are divided into two groups: Committee Chairs, who serve on committees that are active throughout the school year; and Special Event Chairs, who serve on the committees that are focused on a single event or date.
- H. The Committee Chairs are:
 - 1. Beautification
 - 2. Bulletin Board
 - 3. Cultural Arts/Assemblies
 - 4. Fifth Grade Farewell
 - 5. Fun Fair
 - 6. Homeroom Coordinator Chair
 - 7. Winter Lunchtime Clubs
 - 8. JES Community Rewards
 - 9. JES is Sharing
 - 10. Juvenile Protection
 - 11. Membership Drive/Directory
 - 12. Newsletter/ Technology
 - 13. Odyssey of the Mind
 - 14. Parent/ School Education
 - 15. Reflections/ Arts in Education
 - 16. Restaurant Nights
 - 17. Student Gardens
 - 18. Yearbook
- I. The Special Events Chairs are:
 - 1. Bingo Night
 - 2. Book Fair
 - 3. Breakfast with Someone Special
 - 4. Back to School Faculty Luncheon
 - 5. Fall Family Welcome
 - 6. Field Day
 - 7. Fun Fair
 - 8. Girls on the Run
 - 9. Holiday Shoppe
 - 10. History Bee
 - 11. Kids Heart Challenge
 - 12. Kids of Steel
 - 13. Kindergarten Coffee and Kleenex
 - 14. Movie Night
 - 15. Picture Day
 - 16. Pre-Kindergarten Orientation

17. Read-A-Thon
18. Science Fair
19. Skating Party
20. Spirit Wear
21. STEAM Night
22. Square 1 Art
23. Talent Show
24. Teacher/Staff Appreciation (spring)
25. Veteran's Day
26. Walk to School Week

J. Special Committees within the JES PTA are as follows:

1. **Auditing** – as per the Bylaws Article XV (3), the Auditing Committee must be selected before the end of the school year. Auditing Committee member(s) will perform the audit after the end of the fiscal year (June 30th). Auditing Committee member(s) will present the audit report at either the first or second meeting of the following year, usually in September or October.
2. **Budget** – the Budget Committee is composed of the Executive Committee members. It assists the Treasurer in preparing a report of proposed income and expenses for the following school year. The Treasurer will present the proposed budget at the April Business Meeting. The Treasurer will again present the same proposed budget for discussion and approval at the first meeting of the following year, usually in September.
3. **Nominating** – as per Article VIII (5), the Nominating Committee is usually elected at the November or January meeting. A member of the JES PTA as per Article VII (8) of the Bylaws, shall be described as any person, age 18 or older, who pays the annual JES PTA membership dues.

K. The annual budget of the JES PTA should account for a carryover of \$10,000-12,000 annually. The budget contains a line item titled "Building Wish List". This line item is used to provide funding for materials and student opportunities requested by teachers and staff. Each request is first reviewed by the principal and followed by the Executive Committee before the item is purchased or reimbursed using "Building Wish List" funds. The Treasurer shall maintain a written record of the principal's approvals to support the annual audit. The President may call for one of more votes throughout the year to allocate additional funds to the Building Wish List, as other budget line items are completed. In the event of additional funding requests to the approved budget, the President shall receive a majority vote by the Executive Committee to spend overage funds from the previous year.

L. In October and April of each school year, the unit shall send the Mt. Lebanon City Council of PTA a check for its Unit obligations.

M. These Standing Rules can be reviewed and amended at any regular business meeting by a two-thirds majority of the JES PTA members present without notice, or by a majority vote with previous notice.