

**Julia Ward Howe PTA  
Standing Rules 2015-2016**

Standing rules supplement the Bylaws and may be amended by a majority 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.

**I. General Responsibilities:**

**Bylaws and Standing Rules:**

Copies of Bylaws and Standing Rules shall be distributed to each member of the Executive Board. The current bylaws and standing rules will be posted on the Howe PTA website. All committee chairs and general membership can access the Bylaws and Standing Rules via the website.

**PTA Meetings:**

There will be six (6) General Meetings in a school year. They will be held in the months of September, October, November, February, March, and May. Meeting times and dates will be listed on the School Calendar. The prior month's minutes will be distributed at each meeting. Additionally the President sets the agenda for each meeting, and the treasurer should report on the prior month's financials at each meeting.

Executive Board meetings will be held at the discretion of the President.

**Officers and Committee Chairpersons:**

Each officer, in addition to regular duties, represents general membership and is expected to attend General PTA meetings. Officers are also expected to attend Executive Board meetings. Officers who fail to attend the majority of General and Executive Board meetings can be removed by a majority vote of the Executive Board. As per the Bylaws, a replacement officer shall be elected by the Executive Board.

The President may find a replacement for a chairperson who is unable to carry out assigned duties.

Officers and committee chairpersons shall keep procedure notebooks, which should include any helpful information for future officers and committee chairs taking that position. They should also submit a committee chair report to the Historian at the end of their event or the end of the school year (whatever is appropriate). The Historian will then keep a copy for PTA records, give a copy to the President, and give a copy to the next officer or committee chair to hold that position. Officers and chairpersons should keep the President apprised of plans for their office/committee and any issues that arise.

All printed PTA flyers/forms that are distributed at school should have the approval of the principal and PTA President. The flyers must have Howe PTA on them. Additional advertising after the initial flyer, in most cases, should be done using the Howe PTA e-mail newsletter and the Howe PTA website.

Officers shall be installed in May by a district or state officer at the Mt. Lebanon City Council of PTAs Installation Luncheon. All incoming and outgoing officers and the school principal shall attend this event at the unit's expense.

**Miscellaneous:**

The Treasurer and President shall purchase liability insurance on a yearly basis. The Treasurer and President shall meet to determine the carrier of coverage and notify the Executive Board.

Checks shall require two (2) signatures of the three (3) authorized signatures on file with the bank: according to our Bylaws, they are the President, 1st VP, and Treasurer.

The Howe PTA fiscal year is July 1-June 30.

**Budget:**

The School Enrichment line item in the budget must be approved by the principal.

The School Enrichment line item in the budget can be voted on by the Executive Board via email if the amount of the request is \$100.00 or less.

The School Enrichment line item in the budget must be presented to and voted on by Membership if the amount of the request is over \$100.00.

**II. Standing Committees and Description of Duties****Arts in Education (Reflections) Committee:**

The chairperson administers the local entries for Reflections, the annual PTA-sponsored contest for students. Some of the responsibilities of the chairperson are: advertising the opportunity to students; collecting finished pieces of work, sending entries on to the appropriate levels of judging, and notifying students who have placed at various levels of competition. Additionally, the chair organizes a social for participating Howe students and their families after all levels of judging are complete.

**Colonial Day Committee (5<sup>th</sup> Grade):**

The committee shall consist of 3 chairpersons who will be responsible for the planning, preparation of activities, scheduling of volunteers, and overseeing the day's events. Chairpersons are not required to have a 5<sup>th</sup> grade student.

**Corporate Rewards Committee:**

The chairperson is responsible for coordinating the Box Tops for Education program, and runs several contests throughout the year to encourage students and their families to collect and turn in Box Tops for Education labels. The chairperson counts the labels, submits them for credit, and ensures that the prize for the winning homeroom is distributed.

Additionally the chairperson promotes the Giant Eagle Apples for Students, Bottom Dollar Classroom Connections, Coke Rewards, Office Depot, and Target RedCard programs, all of which benefit Howe Elementary School.

**Cultural Arts Committee:**

After consultation with, and approval of the principal and the PTA President, the chairperson selects assemblies to enhance the students' educational experience and their appreciation for the arts.

**Directory / Membership Committee:**

The chairperson leads the annual Howe PTA membership drive in the fall, encourages parents, guardians, teachers, and staff to join the PTA, and collects the Membership/Directory forms and dues.

The chairperson is responsible for collecting and assembling the information for the annual student directory, published in the fall.

**E-mail Blasts Committee:**

The chairperson is responsible for coordinating with PTA officers, PTA committee chairs, and the school to gather information for Howe e-mail blasts. The e-mails contain school and PTA news, updates on PTA activities, and important deadlines, as well as links to school district-approved flyers from community organizations.

**Environmental Concerns Committee:**

Responsibilities of the chairperson include promoting and facilitating environmentally sound practices at the school, supporting environmental education, including Junior Green Team and Earth Day activities, maintaining the cleanliness of the school grounds, and improving landscaping.

**Family Events/Game Night Committee:**

The committee chair is responsible for planning Family Fun Nights, which can be things like a game night, movie night, etc.

**Fifth Grade Activities Committee:**

The chairpersons are responsible for coordinating the fifth grade fundraising programs, fifth grade t-shirts, and fifth grade picnic. Funds are raised to help defray the cost of the picnic and the cost of attending Camp Linsly. Any carryover money from the prior year will go back to the PTA to be used for the next year's 5<sup>th</sup> grade activities committee.

**Friends of the Library Committee:**

The chairperson works with the Howe school librarian to schedule volunteers to shelve books in the library each morning.

In addition, the chairperson schedules volunteers for Howe's annual Family Reading Night in the spring and assists the school librarian with the Special Occasion Books program as needed.

**Homeroom Coordinator Committee:**

The committee chairs organize Homeroom Coordinators for each homeroom and hold an informational meeting for them at the beginning of the school year. The chairs answer questions and communicate with the Homeroom Coordinators throughout the year, give them the rules for homeroom activities, and request their help getting volunteers for various school and PTA activities.

**Hospitality, Staff Appreciation, & Human Relations Committee:**

Hospitality - The chairpersons coordinate the welcome back luncheon for Howe teachers and staff in August and the Kindergarten Coffees held the morning and afternoon of the first day of kindergarten.

Plus the chairpersons coordinate light refreshments for the Council PTA Meeting the month it's held at Howe (done on a rotating basis with the other Mt. Lebanon schools) as well as the PTA Volunteer Appreciation Breakfast at the last Howe PTA meeting of the school year.

Staff Appreciation - The chairpersons also coordinate Staff Appreciation Week and the Staff Appreciation Luncheon in the spring.

Human Relations - The chairpersons work with the Council PTA Human Relations chairperson to welcome new families into the district. This includes inviting and new families and all kindergarten families to the Newcomers' Reception held in the Mt. Lebanon Main Park Pavilion in the fall.

**Howe's Got Talent Committee:**

The chairpersons advertise the talent show, distribute the rules, organize the talent show, and coordinate volunteers to help run the show.

**Howe Wear Committee:**

The chairperson coordinates the sale of Howe Elementary School clothing, including selecting a vendor, selecting items, advertising the sale, processing orders, and distributing the clothing when it arrives.

**Juvenile Protection Committee:**

The chairperson shares safety information with the parents and students of Howe and serves as the Howe PTA representative on the Joint District-Municipal Juvenile Protection Committee.

**Kindergarten Orientation Committee:**

The committee chair helps the kindergarten teachers prepare for the kindergarten orientations held in the spring by making name tags for the incoming students, providing a small snack for them, and putting together a bag of small items for the students to take home.

The chair also provides light refreshments for the parent meeting, which is held in the auditorium while the children are meeting in their kindergarten classrooms.

**Lunchtime Clubs Committee:**

The chairperson coordinates volunteers to run various lunchtime clubs for students. Clubs are held during the lunch/recess hour and run for several-week sessions. All volunteers are required to have district standard clearances.

**Odyssey of the Mind Committee:**

The chairperson's responsibilities include advertising the program and educating parents/guardians and students about the program, helping coaches and students form teams, and getting teams registered for the competition in March. All Volunteers are required to have district standard clearances.

**Parent/School Education Committee:**

The chairperson is responsible for distributing information on issues that affect education or parenting. This can include arranging speakers or sending e-mail blast articles.

**Read-a-Thon Fall Fundraiser Committee:**

The chairpersons plan, advertise, and run the Read-a-Thon Fall Fundraiser. This includes publicizing the fundraiser to students, families, and teachers, and tallying the amount of books read per child and per homeroom, as well as money raised.

**Scholastic Book Fair and Classroom Orders Committee:**

The chairpersons advertise, set up, run, and take down the annual Scholastic Book Fair, organizing volunteers as needed. They also work with the principal to coordinate teacher and staff book orders.

The chairperson sends Scholastic Book fliers home with all students then collects the orders and money for parents who haven't placed their orders on-line. When the books arrive, the chairperson distributes the books to the students.

**Science Fair Committee:**

The committee chairpersons organize, advertise, and run the annual Science Fair--including judging--and coordinate volunteers as needed. They also organize science-related entertainment for the fair.

**Spelling Bee - 1st-3rd Grades Committee:**

This committee's chairpersons organize and promote the bee and their duties include putting together word lists, coordinating volunteers, and arranging prizes. Winners and runners up are recognized from each of the three grades.

**Spelling Bee - 4th-5th Grades Committee:**

The chairpersons organize and promote the bee, and their duties include putting together word lists, coordinating volunteers, and arranging prizes. Both grades compete together, and a winner and two runners up are recognized. The chairpersons also organize a social for all participants later in the spring. The chairpersons register Howe's bee with the Scripps National Bee and follow its guidelines, and the chairpersons register Howe's winner, who goes to the Scripps Regional Spelling Bee in March.

**Spirit Center Student Store Committee:**

The chairpersons stock the Spirit Center with various school supplies to be sold during designated lunchtimes. The chairs also staff the center, training and coordinating fifth grade volunteers. All profit from Spirit Center shall benefit the 5<sup>th</sup> Grade Activities Committee. All volunteers are required to have district standard clearances. All volunteers are required to have district standard clearances.

**Sunny Funny Fair Committee:**

The chairpersons of this committee are responsible for organizing and promoting the annual Sunny Funny Fair held in the fall. The fair is a fundraiser for Howe PTA. The chairpersons coordinate the subcommittee chairs to run games, help with food, run the silent auction raffle, sell tickets, help with the prize ticket redemption and prize selection, and set up and take down the fair.

**Technology/Website Committee:**

The chairperson is responsible for updating and maintaining the Howe PTA website. The chairperson works with the board, including the principal, as well as committee chairs and other PTA volunteers, to get the information needed to keep the site updated and help advertise PTA and school events.

**Winterfest Holiday Shop Committee:**

The chairpersons of this committee organize the annual holiday gift sale in which the students can purchase small gifts to give or make. They also coordinate volunteers as needed.

**Yearbook Committee:**

The chairperson asks parents to submit photos of various school events throughout the year then works with the school picture company to create the yearbook. The chairperson also advertises the yearbook, collects orders, and distributes the yearbook.

**III. Special Committees****Audit Committee:**

The Audit Committee is selected at the May PTA meeting and consists of an auditor (can be just one PTA member if that person is a CPA) or an auditing committee of not fewer than three (3) Howe PTA members, who are not authorized to sign checks. The audit will be conducted after the close of the fiscal year. The audit report will be presented by a member of the Audit Committee at the September PTA meeting.

**Nominating Committee:**

The Nominating Committee is elected at the November PTA meeting. The Nominating Committee consists of three (3) PTA members. The President may not serve on this committee nor direct its work. The committee presents the slate at the February meeting.

**Budget Committee:**

The Budget Committee shall meet following the election of officers in March to prepare a budget using an estimated carryover. The budget should be advertised in the Howe PTA e-mail blast two weeks prior to the May meeting and presented for approval at the May PTA meeting. The budget will be amended after the audit and adjusted to reflect the actual carryover. The amended budget is presented at the September PTA meeting for approval. The Budget Committee will consist of incoming and outgoing Presidents, incoming and outgoing Treasurers.

**Calendar Committee:**

The Calendar Committee shall meet in early April, after the district emails the current President and current 1<sup>st</sup> VP the template, to prepare the calendar of PTA events for the next school year. The Calendar Committee will consist of the incoming and outgoing Presidents and incoming and outgoing 1<sup>st</sup> VPs. The outgoing 1<sup>st</sup> VP is the chair of this committee and is responsible for submitting the calendar to the superintendent's administrative assistant. Prior to submission, the calendar must be approved by the principal. Note when planning PTA events may not conflict with any Howe school event, any Mellon MS school or PTA event, or any HS arts performance.

**Welcome Back Coffee for 1st-5<sup>th</sup> Grade Committee:**

The Welcome Back Coffee for 1st-5<sup>th</sup> Grade Committee consists of the Executive Board, which does the planning for and attends this event. It is accounted for in the budget.

**Field Day Treats Committee:**

The Field Day Treats Committee consists of the Executive Board, which does the planning and organizes volunteers for this event. It is accounted for in the budget.

Other committees may be appointed by the President as needed.

*Revised and updated by:*

Nikki Bovino, President

Stephanie Nardiello, 1<sup>st</sup> Vice President

Arwen Eger, 2<sup>nd</sup> Vice President

Michelle Murray, Principal

Nikki McBride, Treasurer

Emily Weber, Recording Secretary

Heather Baker, Corresponding Secretary

Heather Chew, Historian

Approved by Howe PTA Executive Board:

Date: \_\_\_\_\_

Nikki Bovino

Howe PTA President

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Signature