

Mt. Lebanon High School
PTSA General Meeting
October 26, 2022
1:00 PM

- I. Call to Order
Meeting called to order by Jean T at 1:03pm

- II. Student Activities Report
No Student Council members present so report given by Brittany Pack
It has been a busy start to the school year so far. Spirit week is currently going on this week, Blood Drive with 34 blood products collected, Club Fair was held w 7-10 new clubs added, Great alumni reception was very well received, Homecoming dance was this past week with 1365 tickets sold and 1317 in attendance. Both Link Crew and Connect Club have been active engaging students. Student council this year in inviting homeroom reps to meetings and to be more involved. Upcoming events include Spirit assembly on Friday with a return to the gym, Holiday Show Dec 6 &7 we would like to get more sophomore and junior participants. Snowball Dance in Feb we will be rolling out a new online system to buy tickets and sign dance agreement through My School Dance. Tickets will still be available to buy via cash or check. We will be looking for some parents in Dec to try out the new system for troubleshoot purposes. The Ski and Snowboard club is currently using it also. Question was posed if there are any surcharge. answer yes .29% from Stripe and fee for MySchoolDance.

- III. Teacher Representative April McCracken
Mrs McCracken unable to be in attendance but sent report read by Jean T. report attached at end

- IV. Treasurer's Report Allison Carey
Membership is current we have about 230 members lots of students signing up this year. The 990 needs to be filed. We still have \$400 from Open House budget that we need to redistribute. Comment made to hold onto it v reassign incase it is needed to make up for decreased membership/donations this year.

- V. Executive Committee Reports
 - a. President Jean Thomas
Nothing much to report we meet with both Dr Davis and Mike Hladio later this week
 - b. 1st VP Bonnie Dougherty
Reflections received 3-4 submissions and all will move on to regionals. We got a photography and even a music composition this year
 - c. 2nd VP Lauren Gano
nothing
 - d. 3rd VP Colleen Frank
Sign Up Genius is prepped for next set of volunteer opportunities including Holiday Show just need Brittany to check it over before it can go out. We also need a list of HOCO volunteers to send thank yous.

- e. 4th VP Joel Thompson
 Dr Davis will be doing his school board report in Nov about test scores.
 Sat avg 1188 for MTLHS, reading 601, 587 math,
 AP Scores We had the 2nd highest number of 3 and above with 567 students
 testing taking 984 tests
 ACT scores very high this past year
 National Merit Semifinalists 6 Students recognized and 21 students
 recognized as commended students
 ALICE drill will occur next Wednesday, picture retake day is Thurs, PAC met
 and kids were helping each other figure out schoology issues, ETC opens
 next week with Radium Girls
- f. Secretary Kelly Latona
 The September minutes were sent out via email to everyone and a hard copy
 is here for review. No changes noted. September minutes stand as written
 We received a card from Mrs Dunlap thanking us for the headphones to help
 her students take tests.
- g. Historian Natalie Kukla
 nothing
- h. Board Members At-Large Stephanie Fedro-Byrom and Elizabeth
Schwertfuehrer
 no report

VI. Committee Reports
 none

VII. SRO Report Officer Henley
 none

VIII. Old Business
 a. None

IX. New Business

We need to define the difference between what falls into Teacher Wish list
 and what goes into Angel Fund.

- a. Teacher Wish List requests items that can benefit the education of the
 students
- The following items had been presented to the PTA for possible
 approval
 - Field trip for global studies after discussion vote no due to
 international students having an activities fund
 - Wireless mouse no refer to tech dept for necessary equipt
 - Apple Pencil no ask technology dept about equipment that
 is available to trial
 - Paper folding machine no department has its own budget
 - Tissues no will put request into PTA newsletter asking for
 donations
- b. Angel Fund General requests. We need to define what falls in the category
 of Angel Funds. All of these requests should be vetted by Guidance for an
 individual and should be curriculum based
- c. By-laws

- There was a mix up at the state level, they say they never received it initially. We have filled out an extension so we stay in good standing and resent them. The State have sent back a few changes. These will need to sit for 30 days and then voted on. Bylaw changes attached

- d. Membership Toolkit we have been informed that Membership toolkit will no longer be accepting PayPal as of Jan 1. They will begin to use LUMA pay a product of Stripe. The notification states that credit card payments will be available without an account along with Applepay and Googlepay. Questions may arise for what current treasurers are able to utilize the platform.
- e. Senior Picture Question brought up by Taryn Boyd to Dr Thompson regarding if the district has a contract or business deal with Eliezer Barros Photography. Answer was no. Taryn, a local photographer, asked if the school could provide other names of photographers along with Barros for senior mailings. Dr Thompson stated that he would need to include Mrs. Jones the yearbook advisor in these discussion

X. Announcements

- a. Next meeting Wednesday, November 16 1 pm D205

XI. Adjournment

Meeting adjourned at 2:48pm

Attendance: Colleen Frank, Taryn Boyd, Kelly Latona, Elizabeth Schwertfuehrer, Jean Thomas, Bonnie Dougherty, Brittany Pack, Allison Carey, Natalie Kukla, Joel Thompson

Attachments

Faculty Report from Mrs McCracken

Bylaws revisions

Thank you, on behalf of all of my colleagues, for your generous wish list opportunity, which no doubt helps teachers and students to reach great success in and out of the classroom. Peg Meyers, Jodi Dunlap, and Megan Fisher, three teachers who have already received their wish list, desire to thank you immensely for your help and kindness.

I will continue to submit requests as I receive them. Thank you for your constant support and continued interest in what is best for students and teachers!

Now, for a bit of staff and faculty news for the month of October.

- Mr. Allemang shares that The Mt. Lebanon Wrestling Program and Mt. Lebanon High School has formally approved a 7th-12th Girls Wrestling Club Team. 68 High Schools across the state of Pennsylvania have girls teams and the PIAA plans to sanction the sport as an official team once 100 High Schools start a girls club team. Mt. Lebanon is the first school district in the south hills of Pittsburgh to create a girls club team. There are four upcoming girls "Learn 2 Wrestle" practices at the High School on October 17, 19, 24, and 26 from 6:00-7:00 at night in the High School Wrestling Room. We want girls in the school district to give wrestling a try and build confidence, help instill leadership, increase knowledge of self-defense and self-discipline, and build lifelong friendships along the way!
- Pam Harris is proud to share that she is a co-author on an educational outreach research project that is grant-funded by the National Science Foundation. We utilize the local Wingfield Pines passive treatment wetlands site in Upper St. Clair. Please find the abstract here: <https://gsa.confex.com/gsa/2022AM/meetingapp.cgi/Paper/381903>
Please find the press release here: <https://www.iup.edu/geoplanning/news/2022/10/geology-faculty-and-student-present-at-geological-society-of-america-meeting.html>
- On Wednesday October 12, Pete DiNardo accompanied six students (four freshmen and two seniors - 10th and 11th graders were taking the PSAT and will have a chance as seniors in the future) from The Black Student Union (Club) to the HBCU (Historically Black Colleges and Universities) 10th Annual College Fair at PNC Park. We joined the USC Black Union, who provided the bus. All students expressed thanks and found the fair to be educational and very worthwhile.
- Frau Meyers announces that our German partner school students recently headed back to Germany. 2022 marks the 39th year of the Düren-Lebo German-American Exchange. The following students took part:

	<i>American Student</i>	German Student
1	<i>Liam Campbell</i>	Ben Barth
2	<i>Ema Nagel</i>	Anne Bergmann

3	<i>Greg Ham</i>	Aaron Maximilian Burow
4	<i>Julia Schwertfuehrer</i>	Nadia Duell
5	<i>Dominic Denziuk</i>	Theo Forsbach
6	<i>AJ Obuchowski</i>	Gerrit Hägerbäumer
7	<i>Sara Mitchell/Sage Rohrbach</i>	Anna Hilgers
8	<i>Adeline & Sabrina Cox</i>	Christina Kloock
9	<i>Maya Fox</i>	Katharina Kron
10	<i>Katharine Powers</i>	Mascha Landt
11	<i>Lucia Mattison Orona</i>	Mary Langfritz
12	<i>Corwin Siegert</i>	Maximilian Karl Frederik Lankow
13	<i>Bryce & Catherine Beamon</i>	Elias Leite Wüst
14	<i>Eleanor Schulte-Albert</i>	Rafael Navas Mehler
15	<i>Greta Coleman</i>	Grete Thoma
16	<i>Andrew Hogg</i>	Alexander van Gumpel
17	<i>Cooper Zentner</i>	Medin Vrabac
18	<i>Kaili Woodland</i>	Clara Werres
19	<i>Summer Norton</i>	Marie Wimmer
20	<i>William Sandoval</i>	Alexander Zilles

Old Article	New Article	Rational
<p># Article VII: Membership & Dues</p> <p>#Section 1. Every individual who is a member of this local PTSA is, by virtue of that fact, a member of the National PTA and of the Pennsylvania PTA by which this local PTSA is chartered, and is entitled to all the benefits of such membership. #Section 2. Membership in this local PTSA shall be made available without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA bylaws or the Pennsylvania PTA bylaws as may be prescribed in the bylaws of this local PTSA, to any individual who subscribes to the Purposes and basic policies of the National PTA. #Section 3. This local PTSA shall conduct an annual enrollment of members, but may admit individuals to membership at any time. #Section 4. Each member of this local PTSA shall pay such annual dues to said association as may be prescribed by the association. The amount of such dues shall include the portion payable to the Pennsylvania PTA -the "state portion"- and the portion payable to the National PTA -the "national portion." #Section 5. The national portion of each member's dues, to be determined by the National PTA, shall be two dollars and twenty-five cents (\$2.25) per annum. #Section 6. The state portion of each member's dues, to be determined by the Pennsylvania PTA, shall</p>	<p># ARTICLE VII: MEMBERSHIP & DUES</p> <p>Section 1. Every individual who is a member of this PTA/PTSA is, by virtue of that fact, a member of the National PTA and of the Pennsylvania PTA by which this PTA/PTSA is chartered and is entitled to all the benefits of such membership.</p> <p>Section 2. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of the National PTA.</p> <p>Section 3. This PTA/PTSA must conduct a minimum of one (1) membership campaign annually; however, individuals may join at any time. The membership year shall begin on July 1st and end on June 30th annually. Membership dues with required documentation (using an online membership platform or mailing dues remittance form, list of paid members, and payment of state and national dues) shall be submitted on a monthly basis to the state office. Local units that do not submit any dues to the state PTA office postmarked by September 30 shall be notified that their non-profit status is in jeopardy.</p> <p>Section 4. Each member of this PTA/PTSA shall pay such annual dues to said association as may be prescribed by the association. The amount of such dues shall include the portion payable to the Pennsylvania PTA -the "state portion"- and the portion payable to the National PTA -the "national portion."</p> <p>Section 5. The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum as determined by the National PTA.</p> <p>Section 6. The state portion of each member's dues shall be two dollars and seventy-five cents (\$2.75) per annum as determined by the Pennsylvania PTA.</p> <p>Section 7. The local portion of each member's dues shall be determined by this PTA/PTSA at their annual general membership meeting.</p>	<p>This article can not be altered. Contained a section that stated the local portion of dues was payable to Council that was removed in accordance with state by law directions.</p>

<p>be two dollars and seventy five cents (\$2.75) per annum. Section 7. The local portion of each members' dues shall be determined by this local PTSA at their general membership annual meeting held in May and shall include dues payable to the Mt. Lebanon City Council PTA as provided in Article XIII, Section 2.</p>		
<p>ARTICLE VIII: OFFICERS Section 1. The officers of this local PTSA shall consist of: #a. one (1) president; b. three (3) vice presidents; c. two (2) secretary(ies); #d. one (1) treasurer; e. one (1) historian; and f. three (3) board members-at-large. Section 2. Officers shall be elected in the month of March. #Section 3. The vote shall be conducted by written ballot unless there is only one candidate for office, at which time a voice vote may be held. A majority vote shall be required for election. Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Mt. Lebanon High School PTSA: #a. Each officer shall be a member of this local PTSA. #b. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office. #c. No person may serve in more than one elected position in this PTSA simultaneously. Local Bylaws Model Revised 7/14 6 d. Each officer of this PTSA shall have been a member of this PTSA or another PTA/PTSA in the Mt. Lebanon School District for one (1) month. e. No officer may be</p>	<p style="text-align: center;">ARTICLE VIII: OFFICERS</p> <p>Section 1. Officers. The officers of this PTA/PTSA shall consist of:</p> <p># a. one (1) president;</p> <p>b. three (3) vice president (s);</p> <p>c. <u>one (1)</u> secretary (ies); and</p> <p># d. one (1) treasurer.</p> <p>e. <u>one (1) Historian</u></p> <p>Section 2. Eligibility. The following provisions shall govern the qualifications and eligibility of individuals to be officers of this PTA/PTSA:</p> <p>a. Each officer shall be a current member of this PTA/PTSA.</p> <p>b. No person shall serve in more than one elected position in this PTA/PTSA simultaneously.</p> <p>c. <u>Each officer of this PTSA shall have been a member of this PTSA or another PTA/PTSA in the Mt. Lebanon School District for one (1) month prior to being considered for office or placed on a slate.</u></p> <p><u>d. To be eligible for the presidency a person must have served on the executive board or as a committee chair of this local unit for one (1) year.</u></p> <p>Section 3. Term. Officers shall assume their official duties on July 1st and shall serve for a term of one (1) year, or until</p>	<p>Removed the second secretary position as they have been merged in practice. Removed the three members at large from officers per state. Other changes in wording as per state template regarding timing of election</p>

eligible to serve more than two (2) consecutive terms in the same office. f. To be eligible for the presidency a person must have served on the executive board or as a committee chair of this local unit for one (1) year. Section 5. Officers shall assume their official duties following the Council Installation Meeting and shall serve for a term of one (1) year, or until their successors are elected. Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the first vice-president. A vacancy in any office other than the president shall be filled by a member elected by the executive board. Section 7. A nominating committee composed of three (3) or five (5) members shall be elected by this local PTSA at a regular meeting at least one (1) month prior to the election of officers as outlined in Article VIII, Section 2. a. The committee shall elect its own chair. b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership at the February general membership meeting at least thirty (30) days before the annual election meeting. Nominations from the floor may only be made at the February general membership meeting. #c. Only those individuals who have met the qualifications as outlined in Article VIII, Section 4 and who have signified their consent to serve if elected, shall be nominated for, or elected to, such office.

their successors are elected.

- a. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.
- b. No officer may be eligible to serve more than three (3) consecutive terms in the same office.

Section 4. Vacancy. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the **first** vice president. A vacancy in any office other than the president shall be filled by a member elected by the executive board.

#Section 5. Nominating Committee.

- a. **Composition.** The nominating committee shall consist of **_ three (3)** (an odd number no less than three) local unit members. The president shall not serve as a member of this committee.
- b. **Election.** The members of the nominating committee shall be elected by this PTA/PTSA at a regular meeting at least 2 months prior to the election of officers at the annual meeting (as listed in # Article XII: General Membership Meetings, Section 1.b.) The committee shall elect its own chair.
- c. **Duties.** The nominating committee shall:
 - i. send out notification of elections;
 - ii. confidentially consider all candidates for elected positions who meet the eligibility requirements set forth by these bylaws and who have provided written consent to serve if elected; may consider additional candidates during its confidential deliberations; and
 - iii. submit only one (1) name for each position to be filled.

	<p>d. Report. The nominating committee shall report its nominees to the general membership at least one (1) month prior to the election of officers at the annual meeting (as listed in # Article XII: General Membership Meetings, Section 1.b.)</p> <p>#Section 6. Nominations from the floor. Nominations from the floor shall be accepted at the election meeting. Nominees shall be current members of this PTA/PTSA and shall have submitted written consent.</p> <p>#Section 7. Elections. Officers shall be elected:</p> <ul style="list-style-type: none"> a. at the annual general membership meeting; b. by written ballot if there is more than one (1) candidate and a majority vote shall elect; and c. by voice vote when there is only one (1) candidate. Only affirmative votes shall be valid. 	
<p>ARTICLE IX: DUTIES OF OFFICERS</p> <p>Section 1. The president shall</p> <ul style="list-style-type: none"> a. preside at all meetings of this local PTSA; b. serve as an ex officio member of all committees except the nominating committee and the auditing committee, if authorized to sign checks; c. coordinate the work of the officers and committees of this local PTSA in order that the Purposes may be promoted; # d. send contact information (name, address, phone, email if available) for the incoming officers to the state PTA office immediately upon election of officers and no later than June 15 annually; 	<p>ARTICLE IX: DUTIES OF OFFICERS</p> <p># Section 1. All officers shall perform the duties as provided in these bylaws, and as may be prescribed by the association, the parliamentary authority and as directed by the president or the executive board of this PTA/PTSA</p> <p>Section 2. The president shall:</p> <ul style="list-style-type: none"> # a. preside at all general membership and executive board meetings of this PTA/PTSA; # b. confirm that a quorum is present (refer to <i>Robert's Rules of Order Newly Revised</i>, current edition); # c. serve as an ex-officio member of all committees with the exception of nominating, election, and audit committees; # d. coordinate the work of the officers and committees of this 	<p>Removed non-required officer duties from by-laws to standing rules</p> <p>Removed duties of corresponding secretary and at large board members</p>

<p>e. perform other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board; and</p> <p># f. have a current copy of this unit's bylaws available for membership review.</p> <p>Section 2. The vice-president(s) shall act as aide(s) to the president; and in the designated order of first vice-president, second vice-president and third vice-president, perform the duties of the president in the president's absence or inability to serve.</p> <p>Local Bylaws Model Revised 7/14 7</p> <p>a. The first vice-president shall</p> <ol style="list-style-type: none"> 1. have primary responsibility for program planning and for the calendar pages; 2. coordinate the work of the committee chairmen of school education, publicity, and parent education; 3. serve as an official delegate to the Mt. Lebanon City Council PTA. <p>b. The second vice-president shall</p> <ol style="list-style-type: none"> 1. implement the policies of the association in financial and social areas; 2. advise and assist the chairmen of fundraising activities, budget, hospitality, social committees, and the treasurer; and 3. be a member of the budget committee. <p>c. The third vice-president shall</p> <ol style="list-style-type: none"> 1. coordinate volunteer services, assisting where volunteers are needed for PTSA functions and student 	<p>PTA/PTSA in order that the purposes may be promoted;</p> <p># e. communicate with state PTA to comply with all standards of affiliation and maintain 'good standing' status as outlined in these bylaws;</p> <p># f. file the Annual Local Unit Registration Form with the state PTA office immediately upon election of officers and no later than June 15 annually;</p> <p># g. serve as the official representative of this PTA/PTSA and be authorized to sign contracts;</p> <p># h. retain all official records of this PTA/PTSA and have a current copy of this unit's bylaws available for membership review; and</p> <p># i. appoint a parliamentarian as needed.</p> <p><u>j. other duties s listed in the standing rules</u></p> <p>Section 3. The vice-president(s) shall¹</p> <p># a. serve as aide(s) to the president;</p> <p># b. in their designated order, <u>of first vice-president, second vice-president and third vice-president,</u> perform the duties of the president in the president's absence or inability to serve.</p> <p><u>c. other duties as listed in the standing rules</u></p> <p>Section 4. The secretary shall²</p> <p># a. record the minutes of all general membership and executive board meetings of this PTA/PTSA;</p> <p># b. maintain a current copy of the bylaws and membership list;</p> <p># c. at each meeting, present a written</p>	
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<p>activity office events. Section 3. The recording secretary shall # a. record the minutes of all meetings of the Mt. Lebanon High School PTSA; b. maintain a current copy of the bylaws and membership list. #c. present a written copy of the previous meetings records at each meeting. #d. have at each meeting, written records available for review by members, for at least the previous twelve (12) meetings. Section 4. The corresponding secretary shall a. conduct the delegated correspondence as assigned; b. send a list of the officers and committee chairs with their addresses and telephone numbers to the Mt. Lebanon City Council PTA. Section 5. The treasurer shall # a. have custody of and maintain a full account of the funds of this local PTSA; b. submit dues as directed in Article VII Membership & Dues Section 10 of these bylaws; c. make disbursements as authorized by the executive board, or this local PTSA in accordance with the budget adopted by this local PTSA; # d. have checks or vouchers signed by two people (the treasurer and one other person); # e. provide a written financial statement to the executive board at each meeting; # f. present an annual report of the financial condition of this association to the Local Bylaws Model Revised 7/14 8</p>	<p>copy of the minutes from the previous meeting, for corrections/amendments and approval;</p> <p># d. maintain at each meeting, written records for at least the previous twelve (12) meetings, for possible review by members; and</p> <p># e. be responsible for all correspondence of the association, as needed and as directed by the president</p> <p># f. <u>other duties as listed in the standing rules</u></p> <p>Section 5. The treasurer shall:</p> <p># a. hold and maintain a full account of all the funds of this PTA/PTSA;</p> <p># b. keep a full and accurate account of all income and expenditures including bank statements, deposit receipts, budgets, invoices, and paid receipts in accordance with the records retention policy as provided by the Pennsylvania PTA;</p> <p># c. remit monthly, five dollars (\$5.00 = national + state portions of dues) for each member of the PTA/PTSA, as listed on the Dues Remittance Form, to the state PTA office (see Article VII: Membership & Dues, Section 9. & #Article IV: Relationship with National PTA and Pennsylvania PTA , Section 1.);</p> <p># d. record national and state portions of the membership dues separate from record of general funds of this PTA/PTSA;</p> <p># e. make disbursements in accordance with the budget adopted by the general membership this PTA/PTSA;</p> <p># f. present a written and verbal financial statement of each</p>	
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<p>membership; # g. have the accounts examined annually by an auditor or an auditing committee of not fewer than three members, who are not authorized to sign checks. If satisfied that the treasurer's annual report is correct, they shall sign a statement to that fact at the end of the report. The auditing committee shall be elected by the executive board at least one month before the meeting at which new officers assume duties; #h. upon resignation of an officer during a term, have the accounts examined by an auditor or an auditing committee following the fiscal year end auditing procedures; #i. report the findings of the annual audit in writing to the executive board; #j. all audit reports shall be presented to the general membership for adoption at the first general membership meeting held after the completion of the report; #k. such books of account and records shall be open to inspection, at all reasonable times, by an officer of this PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA; and #l. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is a change of officers. m. forward to the state PTA</p>	<p>financial account which shall include the balance from the previous meeting, list of deposits and expenditures, and current balance, along with a combined balance of all accounts, at all executive board and general membership meetings;</p> <p># g. present a preliminary annual financial report which shall include the approved budget figures and the actual current figures, at the annual general membership meeting of this PTA/PTSA;</p> <p># h. present all audit reports to the general membership for adoption at the first general membership meeting held after their completion;</p> <p># i. such books of account and records shall be open to inspection, at all reasonable times, by an officer of this PTA/PTSA, an authorized representative of the Pennsylvania PTA or, where directed by the committee on state and national relationships;</p> <p># j. if unit is incorporated, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is a change of officers;</p> <p># k. prepare or cause to be prepared, the appropriate IRS 990 form by the 15th day of the 5th month after the end of the fiscal year of this PTA/PTSA;</p> <p># l. forward to the state PTA office annually: i. a copy of the Form 990N, 990, or 990EZ as required per IRS regulations upon completion; and ii. a signed copy of all audit reports to the state office immediately following adoption by the general membership.</p>	
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<p>office each year upon completion, a copy of the Form 990N, 990, or 990EZ as required per IRS regulations; and</p> <p>n. forward a signed copy of all audit reports to the state office immediately following their adoption by the general membership.</p> <p>Section 6. The historian shall</p> <p>a. keep a record of activities and achievements of the association and make such information available to local, council, district or state leaders as requested;</p> <p>b. keep a list of officers and standing committee chairs;</p> <p>c. have a current copy of the bylaws, all bylaws amendments, the standing rules, and all incorporation papers.</p> <p>d. collect all year-end committee and officer reports for the association; and</p> <p>e. keep a record of all awards given by this PTSA and send a list of such awards to Mt. Lebanon City Council PTA historian each year.</p> <p>Section 7. The board members-at-large shall</p> <p>a. attend all PTSA general membership meetings and Executive Board meetings and provide input.</p> <p>b. Act as liaison between general membership and the Executive Board.</p> <p># Section 8. All officers shall perform other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.</p>	<p># m. compile and submit all financial documents necessary to complete an audit to the elected audit committee or approved auditor as directed by the executive board.</p> <p><u>n. other duties as listed in the standing rules</u></p> <p><u>Section 6. The historian shall:</u></p> <p>a. be responsible for collection of all officer and committee chair reports after completion of each event</p> <p>b. <u>perform other duties as listed in the standing rules</u></p>	
<p>ARTICLE X: EXECUTIVE BOARD</p> <p>Section 1. The business of</p>	<p>ARTICLE X: EXECUTIVE BOARD</p> <p>Section 1. The business of this</p>	<p>Changed the amount of members to call a special meeting from three to a</p>

<p>the Mt. Lebanon High School PTSA shall be managed by the executive board in the intervals between local unit PTSA general membership meetings.</p> <p>#Section 2. Each executive board member shall be a member of this local PTSA.</p> <p>Section 3. The members of the executive board shall be elected officers and the principal of the school.</p> <p>Section 4. Duties of the executive board shall be to</p> <p>a. transact business as may be referred to it by the membership of this local PTSA;</p> <p>b. create special committees as needed and appoint chairmen for each special committee;</p> <p>c. approve plans of work of the committees;</p> <p>d. elect an auditor or an auditing committee to audit the treasurer's accounts;</p> <p>#e. prepare and submit an annual budget to this local PTSA general membership for adoption;</p> <p>f. approve payment of routine bills within the limits of the approved budget; and</p> <p>g. appoint all standing committee chairs.</p> <p>#Section 5. If any member of the executive board shall at any time cease to meet the qualifications or fulfill the duties of the position as listed in the bylaws, that person shall be removed from the position by a motion adopted first by the Executive Board and then by the General Membership. The vote shall be by a majority.</p> <p>Section 6. Regular meetings of the executive board shall be determined by the</p>	<p>PTA/PTSA shall be managed by the executive board between general membership meetings.</p> <p>#Section 2. Each executive board member shall be a member of this PTA/PTSA.</p> <p>Section 3. The members of the executive board shall be:</p> <p># a. elected officers.,</p> <p>b. (list on the line below others as applicable to the council PTA, i.e. president or alternate from each member local PTA/PTSA; standing committee chairs; etc.) _____ the principal of this school who is appointed _____</p> <p>c. Three (3) at large members who are elected</p> <p>Section 4. Duties of the executive board shall be to:</p> <p>a. a. transact business as may be referred to it by the membership of this PTA/PTSA;</p> <p>b. b. create standing and special committees and appoint chairmen/coordinator for all committee;</p> <p>c. c. approve plans of work of the committees;</p> <p>d. d. present a report of all action taken by the Executive board at every general membership meeting of this PTA/PTSA;</p> <p>e. e. elect an auditor or an auditing committee to audit the treasurer's accounts;</p> <p>f. f. prepare an annual budget for the upcoming fiscal year, to submitted to the members for adoption at the annual general membership meeting;</p>	<p>majority, specified the principal is appointed and added the three at large members per recommendation of state PTA.</p>
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<p>President. Section 7. Special meetings of the executive board may be called by the president or when requested by three (3) members upon three (3) days' written notice to each member of the board. Section 8. At all meetings of the executive board, a majority of the members of the board shall constitute a quorum for the transaction of business. Section 9. Upon the expiration of the term of office or when individuals cease to hold the position, all records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within ten (10) days.</p>	<p>g. g. approve payment of routine bills within the limits of the approved budget; h. h. elect delegates to the state convention, and i. i. act in emergencies between general membership meetings and have all emergency actions ratified at the next general membership meeting.</p> <p>#Section 5. If any member of the executive board shall at any time cease to meet the qualifications or fulfill the duties of the position as listed in the bylaws, that person shall be removed from the position by a motion adopted first by the executive board and then by the general membership. The vote shall be by a majority.</p> <p><u>Section 6. Regular meetings of the executive board shall be determined by the President.</u></p> <p>Section 7. Special meetings of the executive board may be called by the president or when requested by a <u>majority</u> of its members upon <u>3 (three)</u> (number, not less than two) days' advance written notice to each member of the board.</p> <p>Section 8. At all meetings of the executive board, a majority of the members of the board shall constitute a quorum for the transaction of business.</p> <p>Section 9. Upon the expiration of the term of office or when individuals cease to hold the position on the board, they shall automatically be relieved of all duties and responsibilities. All records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.</p>	
<p>ARTICLE XI: COMMITTEES Section1. Only members of this local PTSA shall be</p>	<p>ARTICLE XI: COMMITTEES Section1. Committees. The</p>	<p>Adopted suggested template wording. Added consecutive term limit of three years. Listed out</p>

<p>eligible to serve as chairmen.</p> <p>Section 2. The standing committees of this local PTSA shall be listed in the standing rules.</p> <p>Section 3. The term of office of each committee chair shall be one (1) year or until the selection of a successor.</p> <p>Section 4. Each committee chair shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.</p>	<p>executive board shall create such standing and special committees as deemed necessary to promote the purposes and appoint the chairman/coordinator for all committees.</p> <p>Section 2. Standing Committees. The standing committees of this PTA/PTSA shall be: (List the names of the standing committees, i.e. membership, fundraising, programs, bylaws, advocacy, legislative, etc.) <u>Arts in Education, By Laws and Parliamentarian, Class Breakfasts, Corporate Rewards, College Greeter, Prom, Staff Appreciation, Awards</u></p> <p>Section 3. Chairman/Coordinator Eligibility. Only members of this PTA/PTSA shall be eligible to serve as a committee chairman/coordinator.</p> <p>Section 4. Chairman /Coordinator Term.</p> <ol style="list-style-type: none"> a. The term of office of each committee chairman/coordinator shall be one (1) year or until a successor is appointed. b. <u>A chairman/coordinator shall not be eligible to serve more than three (3) consecutive terms as the chairman/coordinator of the same committee.</u> <p><u>Section 5. Chairman/Coordinator Duties. Each committee chairman/coordinator shall:</u></p> <ol style="list-style-type: none"> a. <u>present a plan of work to the executive board for approval;</u> b. <u>coordinate all work of the committee;</u> c. <u>perform other duties as assigned by the president; and</u> d. <u>upon the expiration of the term of office or when individuals cease to hold the position, , they shall automatically be relieved of all duties and</u> 	<p>standing committees.</p>
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	<p><u>responsibilities. All records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.</u></p>	
<p># ARTICLE XII: GENERAL MEMBERSHIP MEETINGS</p> <p>Section 1. At least three (3) general membership meetings of this association shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first general membership meeting of the year. Three (3) days' notice shall be given to the membership of a change of date.</p> <p>Section 2. Special meetings of this local PTSA may be called by the president or by the majority of the executive board with three (3) days' notice having been given.</p> <p>Section 3. The annual meeting shall be held in May, at which time the budget for the upcoming year shall be presented to the membership for a vote.</p> <p>Section 4. A quorum of seven (7) members is required for the transaction of business in any meeting of this local PTSA.</p>	<p># ARTICLE XII: GENERAL MEMBERSHIP MEETINGS</p> <p>Section 1. Regular Meetings. This association shall hold a minimum of three (3) general membership meetings during the membership year. A general membership meeting may be held electronically, in the event of an emergency.</p> <ul style="list-style-type: none"> a. Dates of general membership meetings shall be determined by the executive board and announced at the first general membership meeting of the year, as well as through all communication channels used by this PTA/PTSA. Five (5) days' advance notice shall be given to the membership of a change of date. b. The annual meeting shall be held in <u>April</u> (insert April, May or June ONLY) at which time the business shall include the election of officers by the members, determination of next year's local portion of the dues, preliminary annual fiscal report, and presentation of next year's budget for approval by the membership. <p>Section 2. Special Meetings. A special meeting of this PTA/PTSA, if needed, shall be called by the president or by the majority of the executive board with three (3) days' advance notice which shall include the date, time, place and purpose for the meeting. A general membership meeting may be held electronically, in the event of an emergency. No other business shall be discussed or conducted.</p> <p>SECTION 3. QUORUM. THE QUORUM FOR THE</p>	<p>In accordance with the change to have the officer election and budget presentation at the same meeting, the annual meeting was changed to April to allow for a budget approval for next fiscal year prior to the close of the current fiscal year.</p>

	TRANSACTION OF BUSINESS IN ANY GENERAL MEMBERSHIP MEETING OF THIS PTA/PTSA SHALL BE <u>7 (SEVEN)</u> (NUMBER) MEMBERS.	
<p>ARTICLE XIII: COUNCIL MEMBERSHIP</p> <p>The following sections must correspond to the council PTA bylaws, and are provided as a guideline to local PTAs/PTSAs.</p> <p>Section 1. This local PTSA shall be represented in meetings of the Mt. Lebanon City council PTA by two delegates. Delegates shall be the president and first vice president.</p> <p>a. All representatives to the Mt. Lebanon City council PTA must be members of this local PTSA.</p> <p>#b. Current membership must be verified for voting privileges.</p> <p>Section 2. This local PTSA shall pay annual dues of one dollar and forty-five cents (\$1.45) per member, postmarked on or by December 1, to the Mt. Lebanon City council PTA, as provided in the council bylaws, to be applied as follows:</p> <p>a. forty-five cents (\$0.45) per member will be used for operating expenses; and</p> <p>b. one dollar (\$1.00) per member will be used for a special fund maintained for the Georgia Pogue Scholarship Fund.</p>	<p>ARTICLE XIII: COUNCIL MEMBERSHIP</p> <p><i>This article applies only to local units that are a part of a council PTA. If not applicable, write N/A alongside the title and draw an "X" through this section or CAREFULLY delete the content of this Article XIII (EXCEPT the title).</i></p> <p>The following sections must correspond to the council PTA bylaws and are provided as a guideline to local PTAs/PTSAs.</p> <p>Section 1. This PTA/PTSA shall be represented in meetings of the <u>Mt. Lebanon City</u> council PTA by <u>two delegates. Delegates shall be</u> the president, or appointed alternate, and by <u>the first vice-president</u> or alternate(s). The number of delegates shall correspond with the number as stated in the council PTA bylaws.</p> <p># a. All representatives to the council PTA must be members of this PTA/PTSA.</p> <p>b. Delegates and their alternates shall be seated by <u>selection</u> (Choose either: election or selection) by the <u>Executive Board</u> (choose one: Executive Board or general membership) by September 15th annually.</p> <p>c. Delegates to the council PTA shall serve for a term of one (1) year.</p> <p>Section 2. This local PTSA shall pay annual dues of one dollar and forty-five cents (\$1.45) per member, postmarked on or by October 15th, to the Mt. Lebanon City council PTA, as provided in the council bylaws, to be applied as follows:</p> <p>a. forty-five cents (\$0.45) per member will be used for operating expenses; and</p> <p>b. one dollar (\$1.00) per member will be used for a special fund maintained for the Georgia Pogue Scholarship Fund.</p>	<p>Specified how delegates are chosen by selection and not election.</p> <p>Section 2 changed date to October 15</p>

