

STEPHEN C. FOSTER PARENT-TEACHER ASSOCIATION
700 Vermont Avenue
Pittsburgh, PA 15234
412-344-2162

STANDING RULES

Copies of Bylaws and Standing Rules shall be distributed to each member of the Executive Committee of the Stephen C. Foster Parent-Teacher Association and to the Chairperson(s) of each standing Committee. Standing Rules should be revised each year following elections of officers. They may be revised and approved at the PTA as needed during the school year.

PTA MEETINGS

1. Regular meetings of the STEPHEN C. FOSTER PARENT-TEACHER ASSOCIATION shall be held in the months of September, October, November, January, February, March, April and May/June. Meeting times and date shall be on the school calendar.
2. Chairperson(s) needing to make a report at the PTA meeting shall notify the President and/or Secretary one week in advance.
3. An agenda for each PTA meeting should be available electronically and at the meeting.

EXECUTIVE BOARD & CHAIRPERSONS

1. The Executive Board shall consist of the Officers of the Association, and the Principal or a representative appointed by the Principal. The Executive Board shall meet prior to each regularly scheduled PTA meeting with the meeting time and place to be set by the Executive Board.
2. All newly-elected PTA officers and chairs of the Standing Committees shall assume their duties of their office as of May 1st, except for Treasurer whose term ends June 30th, however, it is the Treasurer's responsibility to close the books, which include but not limited to submitting documents to audit and filing the tax return.
3. All officers and chairperson(s) shall keep detailed procedure binders. The binders should outline all duties and activities of the committee and shall contain a copy of the Bylaws, Standing Rules and Budget for the appropriate school year. It will be the responsibility of these officers and committee chairperson(s) to deliver the binders, all contents and reports to the Historian at or prior to the May/June PTA meeting. The Historian will then update each binder over the summer in preparation of the new school year. It will be the responsibility of the each newly elected officer and newly-appointed chairperson(s) to obtain the binders from the Historian for their office or committee to plan events. Committees that are in need of additional fundraising to meet their budget should discuss ideas with the Executive Board prior to scheduling additional fundraising activities. Should a committee exceed their budget by no more than \$5.00, a vote will not be required for approval.
4. A preliminary budget will be presented at the April PTA meeting of the school year. All items for the following school year should be presented to the newly elected President for inclusion in the preliminary

budget. The budget will be submitted for approval and voted upon at the last (May/June) PTA meeting of the school year.

5. In an effort to have as much information available to prepare the upcoming year's budget, all Chairpersons and Committee members must submit pink slips and receipts to the Treasurer no later than 90 days after the completion of the event. If the event takes place within the last 90 days for the school year, pink slips and receipts must be submitted by the last day for the school year.

ELECTION AND INSTALLATION OF OFFICERS

1. The Nominating Committee shall be elected at the November PTA meeting and shall present a slate of officers at the regular PTA meeting in February. The Nominating Committee shall proceed in accordance with the guidelines outlined in the Nominating Committee Procedures Binder.

MEMBERSHIP OBLIGATION

1. The annual dues for membership in the STEPHEN C. FOSTER PARENT-TEACHER ASSOCIATION shall be \$10.00 per member. The annual dues shall be applied in accordance with the Membership and Dues article of the Bylaws.

STANDING COMMITTEES

Standing Committees shall include the following as listed below as well as any other appointed by the Executive Board:

1. **Art Show** – Coordinate with the art teacher to organize a one-night display of students work. Typically held in conjunction with the evening of the Book Fair.
2. **Art To Remember** – Using a vendor such as Square One Art, have students prepare artwork to be duplicated on a keepsake like an ornament, apron, mug, etc. Typically ran in early fall so that artwork/gifts can be delivered in time for the holidays. Held every other year opposite Spirit Wear fundraiser.
3. **Arts in Education/Reflections** – Publicize National Arts in Education (Reflections) contest in September/October/November. Instruct participating students on rules, collect entries, find volunteer judges and follow works through district and state contests, culminating in awards luncheon in the spring.
4. **Audit** – At least 3 volunteers to audit the books of the Foster PTA over the summer once the books close as of June 30th. No check writers can be on the audit committee. Audit books and prepare a report to be delivered at the first PTA meeting in the fall.
5. **Bake Sale** – Coordinate donated baked goods and staff table on Election Day. Night prior of Election Day Bake sale, package and price items.
6. **Book Fair** – Coordinate with Scholastic Books and Librarian. The evening of the Book Fair should run in conjunction with the Art Show.
7. **Breakfast with Someone Special** – Coordinate and carry out March breakfast with students and their someone special.
8. **Butterfly Garden** – Plant and maintain garden with assistance of Foster families. Committee to coordinate classroom activities for 1st and 2nd graders to plant and thresh seeds for the garden.
9. **Bylaws** – Responsible for revising and amending Bylaws according to guidelines provided by the State Office.

10. **Foster's International Night** – Committee to focus on celebrating the diversity of Foster and our community. This event will be held in conjunction with Open House.
11. **Coffee and Conversation** – Current President to host. Host morning gathering for parents of Grades 1-5 students on the first day of school. Refreshments to be provided.
12. **Coffee and Kleenex** – 1st Grade parent to Host. Host morning and afternoon gathering for parents of K students on their first day of school. Refreshments to be provided.
13. **Community Service** – shall provide character building and educational experience under which student learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and are coordinated with the district, school and community.
14. **Corporate Rewards** – Oversee the program of collecting corporate rewards from various companies that provide rewards/income to be used for education or for the benefit of children and/or school.
15. **Council Delegate** – One individual to attend all PTA Council meetings and deliver a report at Foster PTA meetings.
16. **Cultural Arts/Enrichment Assemblies** – Committee consisting of at least 2 members with the Principal's input. Coordinate the scheduling of enrichment assembles/programs. Meeting for planning should consist of least the 2 members, President and Principal.
17. **Directory** – Shall solicit each family to obtain name, address, phone numbers, and email information; obtain permission to publish the information; then publish and distribute directory once per year.
18. **Environmental/Habitat** – Shall develop a channel of communication between the PTA and the school regarding environmental issues and policies and initiate environmental programs. Maintain and develop habitat and trail.
19. **Family Picnic** – Plan games, music, food vendor, set up, clean up, etc. for Foster Families during an evening in August or September to kick off Back to School.
20. **Field Day** – With Physical Education Teacher, coordinate a whole day of activities in May/June.
21. **Fifth Grade Sendoff** – Chaired by 5th Grade Parents with the assistance of the 5th Grade Teachers. Plan, coordinate and carry out a year-end culminating celebration for the 5th grade students including but not limited to a day event to be held at Foster, Memory Book, T Shirts, Gift Bags, etc.
22. **Flower Power Seed Sales** – Fundraiser of online seed sales. Committee to be included as needed for the budget.
23. **Foster Forecast** – Shall serve as co-editor of the online school newsletter, which includes school information PTA news and occasional articles. Also sends email blasts when necessary.
24. **Foster Friend** – Form committee to evaluate nominations. Make presentation at end of year ceremony. Committee of at least 2, in addition to a teacher representative.
25. **Food Sales** – Maximum of 5 weeks per year. Plan and implement fundraising sales of a special after-school treat.
26. **Health and Safety** – Chair shall coordinate and oversee committee to direct activities connected to annual Foster Health and Safety Week.
27. **Holiday Hut** – Entails a single evening holiday shopping/making event for students/Foster community. Purchase or craft goods, price and display for sale. Staff tables.
28. **Homeroom Parents** – Chairperson(s) shall solicit volunteers to serve as homeroom parents and select one homeroom coordinator for each class. Chairperson(s) shall communicate to volunteers, information regarding class parties, field trips, projects, etc., usually in a meeting held during the fall. The Homeroom Coordinators meet with classroom teacher to discuss specifics class needs and communicate any necessary information to the homeroom parents for their class. Homeroom parents select parents to coordinate classroom parties.
29. **Hospitality** – Shall provide refreshments as needed at PTA functions throughout the year.
30. **Junior Great Books** – Shall follow National Great Books Foundation Guidelines; organize program, train volunteers, and register students to conduct shared inquiry book discussion for Grades 2-5.

31. **Juvenile Protection** – Shall coordinate PTA juvenile protection concerns with appropriate school district and municipal personnel.
32. **Kindergarten Orientation** – President to work with Principal and building Secretary to greet parents with incoming K students. Principal to provide packets on Foster. President to give an overview of PTA including K Orientation pamphlet on PTA. Light refreshments for K students and parents to be provided.
33. **Lunch Time Clubs** – Find parent volunteers to host lunch hour activities. Activities begin in January and run for 6 consecutive weeks.
34. **Membership** – Shall coordinate the membership drive for the PTA. Shall keep records of PTA membership and collect dues.
35. **Odyssey of the Mind** – Organize teams for local and state competitions.
36. **Open House** – Organize donations of refreshments for Open House and schedule volunteers. Open House to run in conjunction with Celebrating Foster's Heritage.
37. **Operation Sweet** – Coordinate a collection of leftover Halloween candy from families, community to be donated to troops.
38. **Parent Education** – The 1st VP shall chair and assist the PTA Council in establishing programs on parent education for the district as needed. Shall provide parents with information on issues affecting education or parenting.
39. **Read-A-Thon** – Organize and implement a Read-a-Thon during which students set and attempt to reach individual and school-wide reading goals. Students may choose to collect donations and/or sponsorships as of part this annual fundraiser.
40. **School in the Park** – Third Grade parent volunteers and supervise Bird Park. (3rd grade parent to Chair.)
41. **School Pictures** – Principal to contact photographer, set date, and collect order forms. Volunteer to coordinate with building secretary for classes to outside to be photographed.
42. **Science Fair** – Distribute information to children, hold introductory meeting and coordinate events held one evening in February.
43. **Spirit Wear** – Organize a fund raiser to sell clothing or miscellaneous items that promote Foster or MLTSD. Held every other year opposite Art to Remember fundraiser.
44. **Staff Appreciation** – Provide luncheon for teachers and coordinate student-generated appreciation activities.
45. **Traveling Art Gallery (TAG)** – Coordinate parent/volunteers to present artworks and artists to each class two time per year.
46. **Veteran's Day** – Plan with local Boy/Girl Scout trips for flag ceremony in November. Invite local veterans to be recognized. Coordinate with principal for band/choral interest.
47. **Ways and Means** – The 1st VP shall chair this committee. Evaluate proposed fundraising activities for the support of the PTA's programs and projects.
48. **Website** – Update and monitor the Foster PTA website.
49. **Yearbook** – Supervise committee to acquire photos, design, sell and distribute yearbook.

SPECIAL COMMITTEES

1. Budget Committee – Shall consist of the present, the previous school year's President, the Second VP, the Treasurer and the previous school year's Treasurer. The Treasurer shall serve as the chairperson.

SPECIAL OBSERVANCES

1. In case of illness or death of a PTA member, faculty member or administrator, a note shall be sent by the PTA Secretary.

BYLAWS AND STANDING RULES

1. The Standing Rules shall be revised and update once a year at the May/June PTA meeting. They may be revised or amended at any PTA meeting by two-thirds vote of the members present.