Brecksville Broadview Heights Middle School PSO Standing Rules May 2018

1. All Officers and Committee Chairs must pay membership dues and be active members of the Brecksville Broadview Heights Middle School PSO.

2. General Membership meeting will be held on the second Thursday of the month, with the exception of December and January there are no meetings.

3. Meetings will be conducted utilizing Webster’s New World Robert Rules of Order, when not in conflict with these Standing Rules or the BBH Middle School PSO By-Laws. The BBHMS President designates the Parliamentarian at the beginning of the year.

4. The membership list of this organization will be kept confidential and not released to outside interests.

5. The method of holding elections or placing votes is generally by voice vote. A paper ballot can be used when designated by the discretion of the President.

6. Officers, by a majority of vote, shall approve the budget and any changes to the Standing Rules before they are presented to the Middle School PSO membership for a vote.

7. The Officers shall, by majority vote, approve all Standing Rules changes before they are presented to the Middle School PSO for a vote. The Standing Rules of the Organization shall be reviewed and approved bi-annually or more often, if deemed necessary.

8. The Standing Rules are adopted by a majority vote at a regular meeting and suspended or rescinded by a majority vote.

9. The Board shall be formed in accordance with the By-Laws of the Brecksville Broadview Heights PSO. The Officers shall consist of the following positions:

a President or 2 Co-Presidents, a First Vice-President, two Second Vice Presidents, a Treasurer, a Recording Secretary, a Communications Secretary, and two Council Delegates. The building Principal is also on the board as an Honorary Vice-President. These Officers shall meet when necessary to transact business decisions.

10. Responsibility of each officer will be outlined at the beginning of each new school year by a committee consisting of incoming and outgoing officers.

11. PSO meeting minutes shall be approved by the unit President before the next meeting. Minutes are available for inspection at any time.

12. Committee Chairs are limited to two years in the same position unless and exception is approved by the President.

13. All Officers and Chairs shall maintain current guideline notebooks to be passed onto their successors.

14. The Gifts and Goals Committee shall consist of the President, Treasurer, Principal, one Second Vice President, and no less than two volunteer members of the organization. The Principal shall secure a list of items desired by the school to be presented at the first meeting of the gifts and goals committee. The agreed upon committee recommendations must be presented to the Middle School PSO Board for majority of vote and then to the general membership for a majority vote prior to any purchases. All purchases will be published in the Banner or on the PSO website prior to the end on the school year.

15. The Budget Committee shall consist of the incoming Treasure as chairperson, assisted by the outgoing Treasurer, the outgoing President and the incoming President.

16. The Audit Committee, consisting of a minimum of three people, excluding the current President, current Vice President, and the current Treasurer, will meet yearly following the close of the books for the fiscal year on June 30. The audit must be completed prior to the opening of the new school year.

17. The Nominating Committee shall consist of the Principal, a fifth grade parent and three volunteer members of the organization. Middle School membership

will also provide a representative to the High School. The Middle School Council Delegate will serve on the PSO Nominating Committee. Alternates must also be designated for these committees. Any Officer positions may be held as a co-officer position.

18. The funds of the organization shall be deposited in an established account in the name of the Brecksville Broadview Heights Middle School PSO. Funds of the organization shall be used for approved PSO work only. PSO does not divert funds to other channels or organizations.

19. The Outgoing Officers shall leave a minimum working balance of $2,000.00 in the bank account.

20. The Middle School PSO President, or her/his designee, is the only person who may sign the PSO Middle School contracts.

21. The President is authorized to spend up to $250.00 over a budgeted expense or up to $250.00 of a non budgeted expense. The Officers are authorized to spend up to $500.00 over a budgeted expense or up to $500.00 of a non budgeted expense. Anything over $500.00 must be approved by membership.

22. Expenses of the PSO President and any other delegates approved by the PSO Officers to PSO related workshops or PSO continuing education shall be paid in part from the PSO funds as authorized in the annual budget. Any person whose expenses are paid out of this budget shall report on the program at the next meeting.

23. The President and First Vice-President shall be authorized to sign checks. The President and First Vice-President may not sign checks payable to themselves. The transfer of this responsibility to the incoming officers will occur following the audit.

24. The Treasurer shall be empowered to pay bills during the summer with the signature of the President on First Vice-President.

25. In the event of the death of a member of the Board of Education, an administrator, a staff member or a student, an appropriate expression of sympathy may be sent not to exceed $75.00. This will be done by the Corresponding Secretary.

26. PSO shall not give monetary donations or payments to any staff member of the BBHCSD that would personally benefit the staff member for work done on behalf of the PSO which would be seen as an extension of staff member’s role with the school district.

27. The Middle School PSO will be required to maintain a website and/or a link to the school district’s web site, along with a person designated to update the web site weekly.

28. The Middle School PSO will use e-mail and/or a mail delivery system like Constant Contact to alert parents/guardians of district-wide programs such as Market Day or school levy issues. This mail delivery system will be limited to the President and/or his/her designee.

29. No Middle School PSO member may utilize the e-mail addresses of parents/guardians of students of PSO members for personal or business use.

30. Board position with the exception of Treasurer may be shared with the approval of the General Assembly.

Revised/Approved: 5/2018