

Highland Drive PSO

Standing Rules

Revised May 2015

1. The Officers shall, by majority vote, approve all Standing Rule changes before they are presented to the Highland Drive PSO (“Organization”) for a vote. The Standing Rules of the Organization shall be reviewed and approved bi-annually or more often, if deemed necessary.
2. The Standing Rules are adopted by a majority vote at a regular meeting and suspended or rescinded by a majority vote.
3. The term “Officers” or “Board” shall refer to the following officers: President(s), First Vice President of Gifts & Goals, First Vice President of Programs, Honorary Vice President (or principal of the school), Second Vice President/Fall Festival, Second Vice President/Sales, VP of Communications, Recording Secretary, Corresponding Secretary, Treasurer, and two Council Delegates. Any officer/board position may be held as a co-officer position.
4. The duties of the Officers and Committee Chairs shall be written, reviewed, and approved annually as follows: the duties of the Officers shall be reviewed and approved by the incoming and outgoing Presidents and the respective Officers; the duties of the Committee Chairs shall be reviewed and approved by the incoming and outgoing Presidents and the respective Committee Chairs. A list of these duties must be written and maintained in a notebook or on the PSO website to be passed on to the successor prior to the start of the school year.
5. The Officers of the Organization will hold a minimum of two (2) board meetings during the year. One meeting will be held following elections and one prior to the beginning of the school year.
6. The organization will hold a minimum of seven (7) regular general membership meetings during the year.
7. Minutes shall be approved by the President(s) prior to the following general membership meeting. Minutes are available for inspection at any time.
8. Meetings will be conducted utilizing Roberts Rules of Order when not in conflict with PSO Standing Rules.
9. On or before the January General Membership meeting, the Nominating Committee shall be formed. Nominating Committee shall consist of five (5) members. Three (3) of whom shall be selected from the General Membership and Officers, one (1) of whom shall be the Unit First Vice President (1st VP) and one (1) of whom shall be the Building Principal. The 1st VP shall serve as Chairperson of the Nominating Committee. The current President(s) may not serve on this committee. No member shall serve more than two (2) consecutive years on the Nominating Committee. Any member of the Nominating Committee who is nominated for an

- Officer position, shall leave the room while their candidacy is being discussed. Any Officer position may be held as a Co-Officer position.
10. On or before the December General Membership meeting, the Organization shall appoint one (1) 3rd grade parent member from the General Membership to serve as Highland Drive's representative to the Central School's PSO Nominating Committee. The name shall be given to the Central PSO President before Central's January General Membership meeting.
 11. At the November general meeting, the Organization shall appoint one (1) of the Council Delegates to the Council Nominating Committee.
 12. Committee Chairs shall be limited to two (2) years in the same position, if someone else is interested in that position. This will be at the discretion of the Officers.
 13. The Gifts and Goals committee shall consist of the following: The PSO Unit President(s), Second Vice President(s), PSO Unit Treasurer, Building Principal, and no less than two (2) volunteer members of the Organization. Members shall be selected at either the November or December PSO General Membership meeting. In the event there are more members of the Organization that want to serve than the Committee can hold, a drawing shall be held to determine which members of the Organization shall sit on this committee. The School Principal shall secure a list of items desired by the school to be presented at the Gifts & Goals committee meeting. The Committee shall have a Chairperson and appoint a Recording Secretary. Minutes of the meeting will be recorded and given to the President(s) to file. Recommended Gifts & Goals items must meet the standards of the Gifts & Goals Criteria. Committee recommendations must be written and approved by the committee. The Committee's recommendations must be presented to the general membership and approved before any purchase. Purchases will be published on the PSO website or newsletter. Gifts & Goal Criteria – the suggested purchase should meet 3 out of 5 of the following criteria:
 - The item has a life span greater than 1 year.
 - It is a true necessity.
 - It has an educational value or addresses an identified safety issue.
 - It has broad student population application.
 - It has been determined that the district is unable to provide this item for the foreseeable future.
 14. The funds of the Organization shall be deposited in an established account at a financial institution in the name of the Highland Drive PSO. Funds of this organization shall be used for approved PSO work only. The PSO does not divert funds to any other channels or organizations which would not benefit the welfare of the students in the district or community.
 15. Expenses and purchases paid for and submitted by PSO membership for PSO related expenses will be reimbursed by the PSO treasurer from PSO funds as outlined in the PSO budget.

16. The President(s) and First Vice President(s), with approval from the Treasurer, are authorized to pay bills and sign checks. The transfer of this responsibility to the incoming Officers will occur following the audit of the PSO books.
17. Check requests for the organization must include written approval from the Committee Chair or Officer responsible for the budgeted expense. Officers check requests must include written approval from the Treasurer. The President(s) and 1st Vice President(s) may not sign checks payable to themselves.
18. Discretionary Spending: The President is authorized to spend up to \$150.00 (without going to the Officers or general membership for approval), with the Officers "as a group" authorized to spend up to \$500.00 (without general membership approval). As a courtesy, the President(s) and Board Members will present these expenses at the next PSO general meeting.
19. The Budget Committee shall consist of the incoming and outgoing President and incoming and outgoing Treasurer, and shall meet before the beginning of the school year. The proposed budget shall be approved by a majority vote of the Officers, presented at the first general membership meeting and adopted no later than the second general meeting of the fiscal year.
20. The Audit Committee, consisting of a minimum of three (3) people, shall meet yearly following the close of the books for the fiscal year, which ends on June 30th. The audit must be completed prior to the opening of the new school year. The Treasurer, President(s), and 1st Vice President(s) are not permitted to serve on the audit committee. Funds will be available for use after the completed audit.
21. Balance Statement Dollars Carry Over: A minimum balance of \$2,000 is required to be carried over from year-to-year in each PSO Unit's account to ensure that the unit is operation for the following year. All additional funds carried over shall be earmarked as a reserve to cover future expenses (i.e. Gifts and Goals or playground equipment, or big ticket items). 10/2013 CR
22. Any contracts entered into on behalf of the Organization, which involve PSO funds or volunteers must be pre-approved in writing by the current President(s), First Vice President(s), or Treasurer.
23. Past pertinent records of the Organization shall be kept by all Officers and Committee Chairs and passed to their successors. Treasurer's books should be kept for 7 years, others for 3 to 5 years.
24. In the event of the death of a student or member of the Highland Drive staff, appropriate expression of sympathy will be sent by the designated officer of the unit (corresponding secretary), total not to exceed \$50.00.
25. The membership list of the Organization shall be kept confidential and not released to outside interests.
26. PSO shall not give monetary donations or payment to any staff member of the BBHCS D that would personally benefit the staff member for work done

- on behalf of the PSO, which would be seen as an extension of the staff member's role with the school district.
27. All Officers and Committee Chairs must pay membership dues and be active members of the Highland Drive PSO.
 28. The Highland Drive PSO will be required to maintain a website and/or a link to the school district's website, along with a person designated to update the website on a regular basis.
 29. Highland Drive PSO will use email and/or a mail delivery system like Constant Contact to alert parents/guardians of school or district wide programs, such as Market Day or school levy issues. The email delivery system will be limited to the PSO President(s) and/or his/her designee.
 30. No PSO member may utilize the email addresses of parents/guardians of students for personal or business use.
 31. All fundraisers, whether direct or indirect, need to be approved by the PSO Unit Board by a majority vote and approved by the Building Principal before the commencement of the fundraiser.
 32. Facebook for PSO Units: PSO units may choose to maintain a Facebook page at the President's discretion and according to the PSO Facebook Guidelines. The Facebook page should include the word "PSO" in its title to distinguish between a PSO Facebook page and a Principal's Facebook page.
 33. Discretionary Spending: The President is authorized to spend 1% of the unit's budget toward hosting a volunteer brunch, lunch or similar event. In accordance with policies of organization similar to our PSO organization, 1% of the budget is deemed acceptable to spend of such an event. 1/2014 CR
 34. No Alcohol Consumption at PSO sponsored event when students are present: Under the PSO Council Standing Rules, Item 18, The PSO recommends that alcohol beverages (beer, wine, spirits, etc.) shall not be present, sold, or consumed at any PSO event where student are participating as this projects a negative image onto the PSO. 10/2014 CR
 35. Membership Dues and Volunteer Hours: Each unit shall conduct an annual enrollment of members and those members shall pay \$5.00 for a single membership and/or \$10 for a family membership. Participating members will then be eligible to count their volunteer hours toward the PSO's non-profit status. NOTE: The fees of \$5/\$10 were voted on in August 2013. NOTE: The fees charged to join membership may change from year to year; therefore we have included this information into our Standing Rules versus the Bylaw's Section 4, Membership which addresses the issue of open membership (NOT membership dues). 1/2014 CR

36. The PSO ruled that we will no longer donate money to other fundraisers in the District such as After Prom, Night at the Races, School Levy, and so forth. However, the PSO will donate a specified amount of money (determined upon at the time of event say \$100 per school) to the "School's Foundation Beach Party" held each year.

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