

## **Brecksville – Broadview Heights Elementary School PSO**

### **Standing Rules**

1. The Standing Rules are adopted by a majority vote at a General Meeting and suspended or rescinded by a majority vote as per the PSO Council Bylaws.
2. The Executive Board shall, by majority vote, approve all Standing Rule changes before they are presented to the Brecksville – Broadview Heights Elementary School PSO (“BBHES PSO”) for a vote. The Standing Rules of the BBHES PSO shall be reviewed and approved bi-annually or more often, if deemed necessary.

### **Membership Dues and Volunteer Hours**

3. The BBHES PSO shall conduct an annual enrollment of members and those members shall pay \$5.00 for a single membership and/or \$10.00 for a family membership. General Membership will then be eligible to count their volunteer hours toward the BBHES PSO’s non-profit status.

### **Officers and Committee Chairs - Roles and Responsibilities**

4. The Executive Board shall be formed in accordance with the Bylaws of the Brecksville-Broadview Heights PSO. The term “Officers” or “Executive Board” shall consist of the following officers:

- President(s),
- 1<sup>st</sup> Vice President(s),
- Treasurer,
- Assistant Treasurer,
- Recording Secretary,
- Communications Secretary,
- 2<sup>nd</sup> Vice President(s) of Fundraising,
- 2<sup>nd</sup> Vice President(s) of Membership,
- 2<sup>nd</sup> Vice President(s) of Educational Enrichment,
- 2<sup>nd</sup> Vice President(s) of Social/Emotional Enrichment,
- 2<sup>nd</sup> Vice President(s) Volunteer Coordinator.

(See Unit Officers and Elections in the Brecksville-Broadview Heights PSO Bylaws.)

5. Executive Board positions, with the exception of Treasurer and Assistant Treasurer, may be shared with the approval of the General Membership.
6. The President(s), or their designee (person authorized by President), is the only person who may sign contracts involving the BBHES PSO.
7. The Officers and Committee Chairs of the PSO are required to keep procedure books for their successors and keep past pertinent records. Pertinent records shall be kept for a minimum of five years

and financial records shall be kept a minimum of seven years. An electronic version of documentation is acceptable, and preferred. Information may be housed, maintained and accessed by Committee chairs and Officers on BBHES PSO's website, if such information is not private in nature (i.e. personal financial information).

8. 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 President(s) and the respective Officers;
- the duties of the Committee Chairs shall be reviewed and approved by the incoming and outgoing President(s) and the respective Committee Chairs.
- A list of these duties must be written and maintained in a notebook or on the BBHES PSO website to be passed on to the successor prior to the start of the school year.

9. All Officers and Committee Chairs must pay membership dues and be active members of the BBHES PSO.

10. 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 Executive Board.

11. The Executive Board shall hold a minimum of two (2) Board meetings during the year. One will be held following elections in the spring and one prior to the beginning of the school year.

12. The BBHES PSO will hold a minimum of seven (7) regular general membership meetings during the year.

13. The membership list of the BBHES PSO shall remain confidential and shall not be released to outside organizations.

### **Finance and Budget**

14. Any school affiliated organization wishing to promote their activities at a BBHES PSO meeting should make a request to do so, in writing, to the Executive Board.

15. The funds of the BBHES PSO shall be deposited in an established account at a financial institution in the name of BBHES PSO.

16. The BBHES PSO funds must be used for PSO work. The PSO does not divert funds to any other channels or organizations not directly related to our students.

17. The President(s) and 1st Vice President(s) are authorized to sign checks. The President(s) and 1st Vice President(s) may not sign checks payable to themselves.

18. Discretionary Spending:

- The President(s) is authorized to spend up to \$175.00 (without going to the Officers or general membership for approval);

- The President(s) with the Executive Board “as a group” are authorized to spend up to \$500.00 (without general membership approval).

As a courtesy, the President(s) and Executive Board will present these expenses at the next PSO general meeting.

19. Discretionary Spending: The President(s) is authorized to spend 1% of the unit’s budget toward hosting a volunteer brunch, lunch or similar event. This expenditure cannot exceed 1% of the budget. In accordance with policies of similar organizations to our PSO organization, 1% of the budget is deemed acceptable to spend on such an event.

20. The Treasurer is empowered to pay bills during the summer with the approval of the President(s).

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 operational for the following year. All additional funds carried over shall be earmarked as a reserve to cover future expenses (i.e. Gift and Goals or playground equipment, or big ticket items).

22. 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.

23. The Budget Committee shall consist of the Treasurer, as chairperson, assisted by the outgoing Treasurer, outgoing President(s), and the incoming President(s). This committee will meet during the summer following the close of the books for the fiscal year on June 30th. The Budget Committee is responsible for reviewing last year’s budget and making recommendations for this year’s budget. Recommendations will be presented at the August Executive Board meeting.

24. Executive Board, by a majority vote, shall approve the budget and any changes to the Standing Rules before they are presented to the PSO Members for vote. The budget shall be voted on by the general membership at the September meeting and approved and adopted no later than the October general meeting.

25. Amendment Procedure: The President(s) will present any requests to amend a budget at the next PSO general membership meeting. At that time, the general membership will have the opportunity to discuss the circumstances surrounding this request and vote on the request.

26. BBHES PSO shall not give monetary donations or payment to any staff member of the BBHCSO 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. 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.

28. Check requests for the BBHES PSO must include written approval from the Committee Chairperson or Executive Board Member responsible for the budgeted expense. Executive Board Members’ check requests must include written approval from the President(s).

29. The Gifts and Goals committee shall consist of the following: The PSO Unit President(s), Second Vice President(s) of Fundraising, PSO Unit Treasurer, Building Principal, and no less than two (2) volunteer members of the BBHES PSO. Members shall be selected at either the November or December PSO General Membership meeting. In the event there are more members of the BBHES PSO that want to serve than the Committee can hold, a drawing shall be held to determine which members of the BBHES PSO shall sit on this committee.

30. The Principal shall secure a list of items desired by the school to be presented at the Gifts and Goals Committee Meeting. All items purchased by the Gifts and Goals Committee must meet a minimum of three (3) of the five (5) Guidelines set forth by the PSO Council.

1. The item must have a life span greater than one year;
2. the item is a true necessity;
3. the item has an educational value &/or addresses an identified safety issue;
4. the item has a broad student population application; and
5. it has been determined that the School District is unable to provide this item for the foreseeable future.

31. The Gift and Goals Committee recommendations must be written and approved. After all purchases are complete, a list of all items purchased must be posted on the BBHES PSO website or communicated to the membership in another format determined acceptable by the Executive Board.

32. All fundraisers, whether direct or indirect, need to be approved by the Executive Board by a majority vote and the Building Principal before the commencement of the fundraiser.

#### **Nominating Committee – PSO Council**

33. The Council delegate shall serve as BBHES PSO's representative on the PSO Council Nominating Committee.

#### **Nominating Committee – Middle School**

34. The BBHES PSO shall elect one member and one alternate, at its November general membership meeting, to service on the Middle School PSO Nominating Committee. These members shall have a student entering or remaining at the Middle School the following year.

#### **Nominating Committee – BBHES**

35. On or before the January General Meeting, the BBHES PSO Nominating Committee shall be formed. The Nominating Committee shall consist of five (5) members:

- three (3) of whom shall be selected from the General Membership and Executive Board,
- one (1) of whom shall be the First Vice President and
- one (1) of whom shall be the Principal.

The First Vice President 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 to the Executive Board, shall leave the room while their candidacy is being discussed.

### **Meeting Procedures**

36. The BBHES PSO general meetings and Executive Board meetings shall abide by the rules contained in the current edition of Robert's Rules of Order, Newly Revised Edition, in all cases where they are applicable and in which they are not in conflict with these Standing Rules or the Bylaws of the Brecksville-Broadview Heights PSO.

37. The BBHES PSO President(s) shall, before the next General Meeting, approve the BBHES PSO General Meeting minutes. Minutes shall be available for inspection at any time.

38. The Treasurer will be required to provide a monthly financial report at each PSO meeting. If the Treasurer is unable to attend the meeting a representative may be sent or simply provide a report at BBHES's monthly PSO meeting. This report will be included in the minutes.

### **BBHES PSO's Website and Communications**

39. The BBHES 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.

40. The BBHES PSO website will publish only school related information or District sponsored activities and will be updated weekly, or as needed, throughout the school year.

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

42. BBHES 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 school levy issues. The email delivery system will be limited to the PSO President(s) and/or his/her designee.

43. Facebook for PSO Units: PSO Units may choose to maintain a Facebook page at the President(s)'s discretion and according to the PSO's 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.

### **Miscellaneous Items**

44. No Alcohol Consumption at PSO sponsored event when students are present: Under the PSO Council Standing Rules, Item 18, the PSO recommends that alcoholic beverages (beer, wine, spirits, etc.) shall not be present, sold, or consumed at any PSO event where student are participating as this may project a negative image onto the PSO.

45. Each year the PSO shall pick one "Friend of the PSO" to be honored no later than the May PSO meeting.

46. In the event of the death of a member of the BBHES PSO, administration or staff or their spouse or child, an appropriate expression of sympathy may be sent by the Corresponding Secretary and should not exceed \$75.00. The Corresponding Secretary will send a note or card for other occasions.

47. The PSO will follow the District's "Going Green Policy". (Please reference the entire policy for exact details.) PSO Council and PSO Units will communicate all PSO information, programs/events via Constant Contact emails to families or PSO Unit websites. The only exceptions for sending out paper flyers at individual PSO Units would be if someone is having a No Fuss fundraiser, a fundraiser in general or a specific situation where it is in the best interest of the students/families to be notified by sending out a paper flyer.

48. 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) to the yearly fundraiser for the Brecksville-Broadview Heights Schools Foundation.

49. The BBHES PSO recommends that casino style games with cash prizes shall not be present at any PSO event where children are participating as this may project a negative image onto the PSO.

Approved by general membership vote: 2.16.22