

STANDING RULES OF THE BRECKSVILLE-BROADVIEW HEIGHTS HIGH SCHOOL PSO

(Rewritten in 2/2014; unable to find originals)

1. The Standing Rules are adopted, suspended or rescinded by a majority vote at a regular meeting.
2. The Officers shall, by majority vote, approve all Standing Rules changes before they are presented to the BBHHS PSO for a vote. The Standing Rules of the Organization shall be reviewed and approved bi-annually or more often, if deemed necessary.
3. Meetings will be conducted utilizing the Webster's New World Robert Rules of Order, when not in conflict with these Standing Rules or the BBHHS PSO By-Laws.
4. The method of holding elections or placing votes is generally by voice vote. A paper ballot can be used when designed by the discretion of the President.
5. General Membership meeting will be held in conjunction with the PSO Council Monthly Meeting which is held the first Thursday of the month, at the BOE, at 9:30am. PSO meeting minutes will consist of the Principal's report and the High School PSO President.
6. All Officers and Committee Chairs must pay membership dues and be active members of the Brecksville Broadview Heights High School PSO.
7. 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 \$10.00 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 PSO's Bylaws Section 4, Membership which addresses the issue of open membership (NOT membership dues).
8. The BBHHS PSO Board shall be formed in accordance with the By-Laws of the Brecksville Broadview Heights PSO. The Officers shall consist of the following positions:
 - President, 1st Vice President, 2nd Vice President, and Treasurer. The building Principal is also on the Board as an Honorary Vice-President.
 - These Officers shall meet when necessary to transact business decisions.
 - (NOTE: PSO Council Recording Secretary will take any necessary meeting minutes for the high school PSO meetings. The PSO Council Corresponding Secretary will publish any Constant Contact emails for the high school).
 - The Treasurer shall be empowered to pay bills during the summer with the signature of the President or 1st Vice President.

9. The President and 1st Vice President shall be authorized to sign checks. The President and 1st Vice President may not sign checks payable to themselves. The transfer of this responsibility to the incoming Officers will occur following the audit.
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. Officer positions are limited to two years in the same position unless an exception is approved by the PSO President. Committee Chairs are limited to two years in the same position unless an exception is approved by the President.
12. The funds of the organization shall be deposited in an established account in the name of the Brecksville Broadview Heights High School PSO. Funds of the organization shall be used for approved PSO work only. PSO does not divert funds to other channels or organization.
13. The **Budget Committee** shall consist of the incoming Treasurer as chairperson, assisted by the outgoing Treasurer, the outgoing President and the incoming President. Officers, by a majority vote, shall approve the Budget before it is presented to the BBHHS PSO membership for a vote.
14. The **Gifts and Goals Committee** shall consist of the President, Treasurer, and Principal. 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 High School PSO Board for a majority of vote.
15. The **Nominating Committee** is headed up by the 1st Vice 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 30th. The audit must be completed prior to the opening of the new school year.
17. 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).
18. All Officers and Chairs shall maintain current guideline notebooks to be passed onto their successors.
19. 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 organizations similar to our PSO organization, 1% of the budget is deemed acceptable to spend on such an event.
20. PSO shall not give monetary donations or payments to any staff member of the BBHSCD 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.

21. The High School PSO will use email and/or a mail delivery system like Constant Contact to alert parents/guardians of the district-wide programs such as Market Day or school levy issues. The mail delivery system will be limited to the President and/or her/his designee.
22. No High School PSO member may utilize the e-mail addresses of parents/guardians of students of PSO members for personal or business use.
23. The PSO recommends that alcoholic beverages (beer, wine, spirits, etc.) shall not be present, sold, or consumed at any PSO event where children are participating as this projects a negative image onto the PSO.
24. The PSO recommends that casino style games with cash prizes shall not be present at any PSO event where children are participating as this projects a negative image onto the PSO.

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