

NORTH OLMSTED MIDDLE SCHOOL PTA STANDING RULES

Approved February 11, 2008

1. The order of business of this unit shall be:
 - a. Call to Order
 - b. Approval of the minutes
 - c. Treasurer's Report
 - d. Correspondence
 - e. Reports and their disposition – officers, standing committees, special committees
 - f. Unfinished Business
 - g. New Business
 - h. Announcements
 - i. Adjournment
 - j. Program

2. Requirements for officers and committee chairs:
 - a. Must be dues paying PTA members.
 - b. Shall notify the president if they are unable to attend a meeting. Any necessary reports or materials should be given to a member who is in attendance.
 - c. Shall be familiar with the National PTA Quick Reference Guides (available on the internet at www.pta.org or from the President).
 - d. Shall be familiar with the bylaws and standing rules of this unit.
 - e. Shall maintain a procedure book for their successors. Procedure books are to be turned over to the 2nd vice president at or before the May meeting. Procedure books for the secretary and president should be turned over to new officers by the end of the school year. Procedure books for the treasurer shall include all information through the end of the fiscal year (June 30) and should be turned over to the new treasurer by July 30th.
 - f. Shall submit two copies of an annual written report upon completion of their duties. One copy is to go in the procedure book; the other copy is to go to the President by the May meeting (reports of the president and secretary are due May 30th, the treasurer's report is due July 30th).
 - g. Shall inform the president if they are no longer able to perform their duties.

3. This unit shall provide for leadership development:
 - a. Executive board approved attendance at Council workshops, district conferences, OPTA Leadership Conferences, OPTA Advocacy Day will be reimbursed by PTA in part or in full within the provisions of the budget.
 - b. Executive board approved attendance of the president or other designated delegates to the Ohio PTA convention will be reimbursed by the PTA in part or in full within the provisions of the budget.
 - c. Members of executive board making reservations for functions stated in Standing Rules must attend, send a substitute or reimburse PTA.
 - d. Reimbursable expense for attendance at PTA training events or convention may include meals, travel (gasoline reimbursement will be based on actual gasoline receipt.), parking, tips, and lodging. Attendance must be approved by the Board in advance for reimbursement. All reimbursement is within limits of the budget.

4. Budgeting and financial requirements:
 - a. The president and treasurer shall be bonded through PTA council (bonding and liability insurance billed by PTA Council yearly).
 - b. Chairmen shall only be reimbursed for expenses incurred upon submitting proper receipts to the Treasurer, unless otherwise approved by the president and one other officer.
 - c. Chairmen of each fundraising event shall count their proceeds in the presence of another PTA member before turning funds over to the treasurer. Treasurer will issue a receipt for funds received.

- d. A minimum of \$500.00 shall remain in the treasury for operating expenses for the coming year.
 - e. This unit shall contribute a minimum of \$200 to the North Olmsted PTA Council's scholarship fund.
 - f. This unit shall contribute a minimum of \$100 to the North Olmsted High School after-Prom and include this in the budget.
 - g. This unit shall include a minimum of \$100 in the budget as a charitable contribution for North Olmsted school levy campaign fundraising.
 - h. This unit shall pay \$100 in North Olmsted PTA council dues.
 - i. Money will be budgeted for the Installation event for incoming and outgoing officers and committee chairs.
 - j. This unit will award Teacher Grants. The awards will be granted based on written applications reviewed by the Grant Committee. The Grant Committee will include one parent from each grade level appointed by the President and the principal or his designee. Applicants must be PTA members. Amounts awarded are within the limits of the budget.
 - k. The Budget Committee will be chaired by the new treasurer. Committee members include the incoming and outgoing presidents, outgoing treasurer, and the Ways and Means chair. The budget will be presented to the Board for their review at the first Board meeting of the year. The budget will be presented for approval at the first general membership meeting of the year.
 - l. Spending by committee chairs or officers in excess of \$25 more than the approved budget line items must be approved by the executive board.
5. Membership related requirements:
 - a. The membership of this association shall be kept confidential and not be released to outside interests.
 - b. During the annual PTA membership drive, an incentive to join may be offered.
 - c. See article V of the bylaws for additional membership requirements
 6. Unit remembrances for death, illness, retirement, etc. shall be as follows:
 - a. In the event of the retirement of a principal or the hiring of a new principal, a suitable remembrance will be presented with Board approval and in accordance with the budget.
 - b. A \$25 memorial will be contributed to one of the district scholarship funds in the event of the death of a past unit President or the death of a staff member or member of his/her immediate family (spouse, child). Notification of the donation will be sent to the family of the deceased by the Corresponding Secretary.
 - c. A \$25 memorial will be donated to the school library in case of the death of a student or member of a student's immediate family (parent, siblings) to be used to purchase books which will be dedicated in memory of the deceased. Alternatively, if a memorial fund has been set up or designated by the deceased's family a contribution can be made to that fund.
 - d. Upon notification / request the Corresponding Secretary will send a card to any current PTA member, staff member, or Middle School student in the case of serious illness or injury, birth or death, etc.
 7. The "pop" fund:
 - a. The MS PTA treasurer will collect from the school and deposit money from the pop machines as part of our PTA income.
 - b. PTA will phone in orders for pop according to information given to us by the school and provide checks to pay for the pop.
 - c. The PTA will use this "pop" money to purchase supplies, fund teacher retirement remembrances, provide a last day teacher breakfast or luncheon, etc. Money spent for these purposes should not exceed the net income from pop sales. Receipts should be submitted for these purchases.
 - d. The school shall provide PTA with an estimate of their purchases in the above areas so that these expenses can be included in our budget line items; alternatively, a single budget line item shall be included for pop fund allowed expenses with the school providing PTA with a total amount for their estimated expenses.

8. The Middle School PTA will participate with North Olmsted PTA Council in celebrating the annual North Olmsted city homecoming celebration.
9. North Olmsted Middle School teachers and staff will be honored during Staff Appreciation Week.
10. The 1st Vice President shall purchase a small remembrance to be given to the outgoing president.

EXECUTIVE BOARD DUTIES

PRESIDENT

1. Performs duties as outlined in the North Olmsted Middle School PTA bylaws.
2. Collect and edit PTA inputs to the quarterly school newsletter.

FIRST VICE PRESIDENT

1. Performs duties as outlined in the North Olmsted Middle School PTA bylaws.
2. Makes arrangements for programs and refreshments at meetings.
3. Handles questions regarding By-laws and Standing Rules.
4. Chairs the nominating committee.
5. Plans the Installation event for incoming and outgoing officers and committee chairs.

SECOND VICE PRESIDENT

1. Performs duties as outlined in the North Olmsted Middle School PTA bylaws.
2. Acts as Ways and Means Chairman coordinating all fundraising activities of the unit with the exception of Box Tops for Education
3. Collects and distributes procedure books in the spring.

THIRD VICE PRESIDENT

1. Performs duties as outlined in the North Olmsted Middle School PTA bylaws.

RECORDING SECRETARY

1. Performs duties as outlined in the North Olmsted Middle School PTA bylaws.
2. Substitutes for corresponding secretary upon request

CORRESPONDING SECRETARY

1. Handles all correspondence
2. Acts as Sunshine Chairman (refer to section 6 of standing rules)
3. Substitutes for Recording Secretary upon request.

TREASURER

1. Performs duties as outlined in the North Olmsted Middle School PTA bylaws.

COUNCIL DELEGATE(S)

1. Performs duties as outlined in the North Olmsted Middle School PTA bylaws.
2. If unable to attend a council meeting will find a substitute attendee or contact PTA council president to give MS report to council and obtain any necessary information from PTA council that unit needs to know.
3. Make arrangements to provide refreshments for the PTA council meeting that is held one time each year at the Middle School.

ALTERNATE DELEGATE

1. Acts as substitute for Council Delegate upon request.

STANDING COMMITTEES / COORDINATORS

Standing Committees have on-going permanent existence. Standing Committees / Coordinators may be added or deleted as deemed appropriate by Executive Board.

BOX TOPS FOR EDUCATION

1. Coordinates the collection of box top coupons for the General Mills Box Tops for Education Program.

C.A.R.A.VAN (RELATIONAL AGGRESSION)

1. Coordinates C.A.R.A.VAN - a parent group raising awareness of relational aggression/bullying with the goal of implementing an anti-bullying program called The Ophelia Project

CULTURAL ARTS

1. Coordinates PTA Reflections Program

DANCE CHAPERONE

1. Finds volunteers to chaperone the four PTA / Student Council sponsored dances
2. Coordinates this with the Student Council teacher advisor

DANCE REFRESHMENTS

1. Coordinates the sales of refreshments for the four PTA / Student Council sponsored dances
2. Coordinates this with the Student Council teacher advisor

FOOD SERVICE REPRESENTATIVE

1. Attends monthly meetings with school food service company and returns with information to PTA meetings

HISTORIAN

1. Compile a scrapbook
2. Maintain PTA files

MEMBERSHIP

1. Promotes PTA membership (to parents and teachers) by placing membership form with PTA volunteer opportunities in summer newsletter (orientation packet), staff mailboxes, and 1st quarter newsletter
2. Keeps record of all members using information supplied on membership form
3. Issues membership cards
4. Sends reports to state
5. Compiles PTA membership list with copies given to all board members which will include information on volunteers

ORIENTATION COORDINATOR

1. Coordinates volunteers as needed for 7th and 8th grade orientation in *August*

SCHOOL BOARD REPRESENTATIVE

1. Attends monthly school board meetings and returns with information to PTA meetings

STAFF APPRECIATION

1. Coordinates activities to coincide with National PTA Teacher Appreciation Week in May
2. Coordinates conference night dinners for teachers

TICKETS

1. Coordinates volunteers to sell tickets for the four PTA/student council sponsored dances
2. Coordinates volunteers to sell tickets for home high school football games
3. Coordinates volunteers to sell tickets for the Middle School talent show and musical

SPECIAL COMMITTEES

Special Committees are temporary committees which come into existence for a special purpose and go out of existence when they make their final report. Special committees may be added or deleted as deemed appropriate by Executive Board and are:

NOMINATING COMMITTEE

1. Collect nominations and present slate of officers to be voted into office following procedures as outlined in the North Olmsted Middle School PTA bylaws (article VII).
2. Coordinates selection of as many standing committee chairs as possible.
3. elected in January of each year and report at the March general meeting

BYLAWS COMMITTEE

1. Review bylaws and standing rules as necessary and make amendments or revisions and seek approval as outlined in the North Olmsted Middle School PTA bylaws (article XVIII)
2. appointed when president or first vice president review bylaws or standing rules and see that changes need to be made
3. Bylaws and standing rules should, at a minimum, be reviewed every 3 years.

TEACHER GRANT COMMITTEE

1. Coordinate award of teacher grants on at least a yearly basis as outlined in section 4j of these standing rules with total dollar amount of grants awarded to be within the limits of the budget and as specifically approved by the executive board

AUDIT COMMITTEE

1. Performs an audit of the treasurer's books annually in July or August (and upon change of treasurer) as outlined in the North Olmsted Middle School PTA bylaws (article VIII, sections 5e, f, & g and article XI, section 3)
2. National PTA recommended audit procedures shall be followed
3. Several of the reimbursements to the president or treasurer that are paid by checks signed by the president / treasurer shall reviewed as part of the audit
4. for annual audit, committee shall be appointed at the April general meeting and present their report at the August executive board meeting; otherwise audit committee is appointed as necessary with reporting date to be specified when committee is appointed