

## **Royal Oak High School PTSA Standing Rules September 2020-August 2021**

1. A copy of the current Bylaws, Standing Rules and committee descriptions shall be available at all meetings and on file with the Secretary.
2. General Membership meetings follow Roberts Rules of Order.
3. Confirmation of quorum occurs at every meeting. A quorum constitutes 5 PTSA members; 2 of which will be Executive Board members.
4. Any changes to the Bylaws must be posted on the PTSA website for 30 days, voted on by the general Membership at the next general membership meeting (simple majority of voters for each change), and will be filed with State PTA.
5. General Membership Meetings are ROHS PTSA business meetings.
6. Members may speak when they are recognized by the President or Chair.
7. There is a two minute speaking limit per member.
8. Members who have not yet spoken about the topic at hand always have priority over those who have spoken once on a given topic.
9. When speaking, you may only comment on the agenda topic currently being discussed.
10. Executive Board Meetings are held at the discretion of the board.
11. Executive Board will review the Standing Rules each year and provide them at the first membership meeting of the school year.
12. ROHS PTSA expects all remarks to be courteous and respectful in content.
13. Extended discussions can occur after the meeting is officially adjourned based upon the availability of board members, administration, etc.
15. All Executive Board members are expected to attend all PTSA general meetings. If unable to attend, the President must be notified prior to the meeting.
16. If any Executive Board Member or Standing Committee Chair is absent for 3 general membership meetings without prior notification, the position will be considered vacant.
17. The President does not vote on any motions/amendments unless there is a tie vote.
18. Executive Board votes and amendments may be done via electronic vote
19. The Executive Board (excluding Principal and Teacher) and all Committee Chairs must be a parent or guardian of a current ROHS student. The student position must be held by a current ROHS student. All Executive Board members must be paid ROHS PTSA members.
20. The Executive Board is responsible for appointing all Committee Chairs.

21. When Executive Board Members vacate their position, their records must be turned over to the new Executive Board by June 30. The Treasurer must ensure completion of the audit and turn over all records by July 31 to new Treasurer. In the event that a Board Member leaves their position prior to the end of the school year, voluntarily or involuntarily, they must provide all PTSA records to the President or designee within 14 days of their resignation or termination. If the President is no longer in their position, records would be provided to First VP.
22. Attendees are required to sign the Meeting attendance roster at each meeting to be recognized as present and to be eligible to be a voting member at any general membership meeting.
23. The Executive Board will follow principles, values, standards, and rules of behavior that guide the decisions, procedures and systems of the ROHS PTSA in a way that (a) contributes to the welfare of its members and all students/families/staff at ROHS, and (b) respects the rights of all constituents affected by its operations.
24. Executive Board members must indicate any conflict of interest prior to a vote and must then excuse themselves from any vote where a conflict exists.  
(ie) student club sponsorship)
25. As the ROHS PTSA is a part of the Royal Oak PTA Council, State and National PTA, any member of Council, State or National PTA may attend a ROHS PTSA meeting to provide their expertise regarding specific topics.

### **Nominating Committee**

1. The Nominating Committee shall consist at least 3 members including, but not limited to, 1 Executive Board Member and including, but not limited to, 1 General Member.
2. Executive Board Candidates Must:
  - I. be a member in good standing with the local, state & national PTA
  - II. be a member of the ROHS PTSA (or if coming from ROMS, ROMS PTSA member) for a minimum of 6 months.
  - III. must be a parent/guardian of a student at ROHS or will be a parent/guardian at the time the position is in effect (i.e. incoming 9th grade parents) or be a current ROHS student or ROHS staff member.
  - IV. Have volunteered on PTSA activities and/or attended meetings regularly and understand the functions of the PTSA.
3. If there is not a qualified candidate, then the position will remain open until the remaining Executive Board members appoint someone to that position or the position in accordance with the bylaws.
4. The proposed slate will be presented in March. Nominations from the floor are accepted at this time only.

5. No additional nominations will be accepted after the Nominating Committee has concluded their announcements at the March meeting. The slate will be available on the PTSA website after the March meeting.
6. If there is a nomination(s) from the floor, the Nominating Committee will vet them and eligible nominees will be added to the ballot to be voted on at the April meeting.
7. All approved nominations will be included on the ballot at the April meeting and discussions regarding nominations are closed at that time.

### **Nominations/Voting/Executive Board Candidates**

1. A candidate may remove themselves from the ballot at any time prior to the vote.
2. No vote is necessary if only one candidate is presented on the slate and has been properly vetted.
3. General Membership Voting
  - I. You may not vote if you have a personal gain to the vote.
  - II. You must be a PTSA member for at least 30 days prior to date of vote for any general membership voting.
4. Discussion regarding the candidates or motion is to occur during the March slate presentation meeting.
5. If more than 1 candidate is running for a position, a written ballot must be conducted.
6. The nominating committee is responsible for preparing the ballot for the Executive Board positions. They are also responsible for verifying membership of voters, distribution, collection, counting, and announcing the results of the election.
7. Ballots may not be altered and no “write ins” are permitted.

### **Motions**

1. Motion forms are online and must be submitted prior to the PTSA meeting.
2. The motion will be added to the agenda under “new business” for discussion.

### **Budget**

1. The budget committee shall consist of the Executive Board. They must meet prior to the beginning of the school year to prepare a proposed budget.
2. The Board shall present the proposed budget at the first membership meeting in September for approval.
3. The ROHS PTSA budget will provide tickets to the ROPTA Council Founder’s Day Banquet for: Principal, up to 9 staff members, and the Student Representative.

4. The President's Fund shall be available to the President during their term in office and is to be used at the President's discretion for PTSA related expenses.
5. PTSA training registration fee will be paid for by the PTSA up to \$250.
6. The Board may authorize budget reallocations up to, but not in excess of, \$1,000.00 per academic year without the approval of the general membership
7. In accordance with non-profit guidelines (IRS Status 501(c)(3), Royal Oak High School PTSA shall not give funds to an organization, no matter how worthy, unless it is also another 501(c)(3) organization.

### **Money Management**

1. Club/sponsorship checks will be made payable to Royal Oak High School with the notation of the club/sponsor name in the comments.
2. All checks for deposit will be made payable to "Royal Oak High School PTSA" or "ROHS PTSA".
3. ROHS PTSA will charge \$35 for returned checks.
4. Two authorized signatures are required for each check. Payee may not sign their own check.
5. Funds collected at an event must be tallied and signed at the event using the PTSA approved form. Monies must be counted by a committee chairperson or a PTSA Board member and an additional unrelated adult. PTSA monies may not be taken home to count.
6. Two signatures are required on the event tally form. Family members may not sign together. Signers must be at least 18 years old.
7. To be reimbursed for committee expenses, a check request form, along with original receipts must be provided to the Treasurer within 30 days.
8. ROHS PTSA does not reimburse sales tax. The purchaser should request the tax id number prior to purchasing any items.
9. Reimbursement of funds will be paid on the second and fourth Monday of the month unless prior arrangements are made.
10. Check requests must be received by the Treasurer at least one week prior to the event unless otherwise arranged.