

Royal Oak High School PTSA Standing Rules September 2018-August 2019

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 simple majority of the executive board members shall constitute a quorum for the transaction of business in any general, annual or special meeting of this association)
4. Any changes to the Bylaws must be posted on the PTSA website for 30 days and 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. Discussion exceeding ten minutes on a particular topic will be tabled.
7. Members may speak when they are recognized by the President or Chair
8. There is a two minute speaking limit per member on the topic of discussion.
9. Members who have not yet spoken about the topic at hand always have priority over those that have spoken once on a given topic.
10. When speaking, you may only comment on the agenda topic currently being discussed.
11. Executive Board Meetings are held at the discretion of the board.
12. Executive Board reviews the Standing Rules each year and provides them at the first membership meeting of the school year.
13. ROHS PTSA expects all remarks to be courteous and respectful in content.
14. Extended discussions can occur after the meeting is officially adjourned based upon the availability of board members, administration, etc.
15. All Executive Board members and Standing Committee Chairpersons are expected to attend all PTSA general meetings. If unable to attend, the President must be notified prior to the meeting and a report for your committee should be submitted to the President one day ahead of the meeting.
16. The President does not vote on any motions/amendments unless there is a tie vote.
17. Executive Board votes/amendments, may be done via electronic vote so that all Board Members may participate.
18. The Executive Board, (excluding Principal and Teacher) and all Committee Chairs must be a parent/guardian of a current ROHS student/staff member, a paid ROHS PTSA member and the student position must be held by a current ROHS student.
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20. 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.
21. If an Executive Board member no longer has a student in the school, they will be removed from their position and filling position will be in accordance with the bylaws.
22. 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 by an independent third party 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. If the President is no longer in their position, records would be provided to First VP.
23. You are required to sign the Meeting attendance roster at each meeting to be recognized as present and eligible to be a voting member at any general membership meeting.
24. If a position becomes vacant prior to the end of the 2 year term, the Executive Board may appoint a current active ROHS PTSA member to the position until the next election.
25. 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.
26. 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.(e.g. student club sponsorship)
27. As the ROHS PTSA is a part of the State and National PTA, any member of State or National PTA may attend a ROHS PTSA meeting to provide their expertise regarding specific topics.

Nominating Committee

1. Executive Board Qualified Candidates Must:
 - I. be in member in good standing with the local, state & national PTA,
 - I. they must be a member of the ROHS PTSA (or if coming from ROMS, ROMS PTSA member) for a minimum of 6 months.
 - II. 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)

- III. Have volunteered on PTSA activities and/or attended meetings regularly and understand the functions of the PTSA
2. If there is not a qualified candidate, then the position will remain open until the remaining Executive Board members appoint someone in accordance with the bylaws.
3. The proposed slate will be presented in March; nominations from the floor are accepted at this time only.
4. No additional nominations will be accepted after the Nominating Committee has presented the final slate at the March meeting. The slate will be available on the PTSA website after the March meeting.
5. If there is a nomination(s) from the floor, the Nominating Committee will confirm qualifications of the candidate; and eligible nominees will be added to the ballot to be voted on at the April meeting.
6. All approved nominations will be included on the ballot at the April meeting and discussions regarding nominations are closed at the time of the vote

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 ROHS PTSA member for at least 30 days prior to date of vote for any general membership voting
4. Discussion regarding the candidates or motion occurs 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, verifying membership of voters, distribution/collection/counting/announcing.
7. Ballots may not be altered and no "write ins" are permitted.
8. Voice Votes/Ballot votes: The Executive Board will announce 1 week prior to vote whether it will be a voice vote or ballot vote
9. The Nominations Committee is responsible for all other written secret ballots including: preparing the ballot, verifying membership of voters, distribution/collection/counting/announcing.
10. Election results will be sealed in an envelope and given to the secretary for the reading of vote winners.

Motions If a desire to have a motion made at the ROHS PTSA meeting, the appropriate Motion form must be submitted to the ROHS PTSA President 72 hours prior to the PTSA meeting date on the website.

1. The appropriate Motion form must be submitted to the ROHS PTSA President (rohsptsa.raven@gmail.com) 72 hours prior to the PTSA meeting date on the website. Form is available on the website as well.
2. The motion will be added to the agenda under new business for discussion
3. The motion will be posted on the PTSA website for one month following a PTSA meeting to allow all members to have knowledge of the motion, after which it will be listed under Old Business and can be motioned for a vote at the next ROHS PTSA general membership meeting
4. Once a motion has passed, it will be posted as an “accepted” motion on the PTSA website

Budget

1. The budget committee shall consist of the Executive Board, who must meet prior to the beginning of the school year to prepare a proposed budget
2. The ROHS PTSA budget will provide tickets to the ROPTA Council Founder's Day Banquet for: Principal and up to 9 staff members.
3. 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.
4. PTSA training registration fee will be paid for by the PTSA up to \$250.
5. 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
6. 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. Three signers required available for checks; 2 signatures are required for each check, payee may not sign their own check
5. Funds collected at an event must be tallied and signed using the PTSA approved form at the event by the committee chair/PTSA board member and an additional 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. ROHS PTSA does not reimburse sales tax as purchaser should request the tax exempt letter prior to purchases being made.
8. Reimbursement of funds will be paid on the second and fourth Monday of the month unless prior arrangements are made.
9. If a member uses their own personal funds for purchases for a PTA event, and requests reimbursement, original receipt(s) needs to be submitted with the PTA reimbursement form within 30 days unless otherwise arranged.
10. If a PTA check is written to a business for PTA event, the receipt must be provided at the end of the event unless otherwise arranged. The receipt must match the check.
11. Check requests must be received by the treasurer at least one week prior, unless otherwise arranged.