

Royal Oak Middle School PTSA
Standing Rules (*Needs to be updated Yearly*)

1. All Executive Officers and Standing Committee Chairpersons are expected to attend all PTSA general meetings. If unable to attend, notify the President prior to the meeting. Missing two or more meetings could result in discussion for removal from board position.
2. The officers and Chairpersons shall have copies of the bylaws and standing rules, the same being given to their successor at the end of the year. Documents will also be posted on PTA website.
3. Founders Day:

The PTSA shall pay for 100% for all board members to attend the Founder's Day Celebration. In addition, the PTSA shall pay 100% for all 3 administrators (1 principal and 2 assistant principals) and the first 10 ROMS staff willing to attend and 50% for the remaining ROMS staff willing to attend the Founder's Day Celebration. All remaining members that attend the Founder's Day Celebration shall do so at their own cost.

4. The President's Fund shall be available to the President during his/her term in office and is to be used at the President's discretion for PTSA related expenses.
5. State/National Convention:

ROMS PTSA shall cover the registration fee for any board member of this PTSA who should desire to attend the Michigan/National PTSA convention. These members will act as ROMS PTSA Delegates at said convention. Members attending the State/National convention will report at the next PTSA meeting on workshops they attended. The ROMS PTSA shall pay for ½ for the hotel room to attend State/National convention. If the convention is held within 25 miles of Royal Oak, the ROMS PTSA will not pay for the hotel room. Any meals not included in the convention registration will be the responsibility of the convention attendee. If the amount due to attendees exceeds the budgeted line item, the total funds in the line item will be disbursed EQUALLY among the attendees.

6. Registration fees will also be paid for any current board member of this PTSA to attend the Michigan PTSA Leadership Academy and any Regional workshops held throughout the year.
7. The Student Directory and Facebook page shall be available to only those who hold a membership in the Royal Oak Middle School PTSA, if a directory is produced for the year. The member must be an adult to be approved to the Facebook page.
8. The Nominating Committee will be co-chaired by the Members-at-Large. It shall consist of up to six members with each member originating from a different feeder school whenever possible. It shall prepare a slate of new Officers and present the slate in March.

9. Installation Ceremony:

The installation of the new officers shall take place at the last general membership meeting of the school year. The First Vice President shall be responsible for coordinating the installation.

10. The vice president(s) shall:
 - a. Act as aide(s) to the president
 - b. Perform the duties of the president in the absence or inability to serve
 - c. The First Vice President will be responsible for oversight of the annual membership drive

ROMS Standing Rules Continued.....

11. In accordance with non-profit guidelines IRS Status 501c3, the Royal Oak Middle School PTSA shall not give any funds to organizations, no matter how worthy, unless it directly benefits members within the Royal Oak School Community. Said donations are not to exceed \$150.00 (one hundred fifty) per donation unless voted on by a majority of the members present at said meeting.
12. All publicity of the Royal Oak Middle School PTSA such as fliers, posters, etc. shall bear the name of ROMS PTSA.
13. The executive board shall meet before the first general membership meeting. The budget and standing rules shall be developed at this meeting and shall be presented to the general membership at the first general membership meeting.
14. The Budget Committee shall consist of a minimum of three board members appointed by the President (one to be the Treasurer). The proposed budget will be presented at the first meeting of the general membership in September. The Treasurer shall be chairperson of this committee.
15. The standing rules will be reviewed annually. A current copy of the standing rules will remain with the secretary at all times.
16. A continuation budget to cover from July to the first general membership meeting shall be presented and voted on at the last general membership meeting of the school year. The incoming President, incoming treasurer, and at least one other executive board member shall develop the continuation budget, if it is deemed needed.
17. PTSA officers cannot directly have any financial gain from any PTSA related fundraiser. This is included to avoid the appearance of impropriety.
18. Merchandise / products for sale for profit at ROMS PTSA events must benefit ROMS PTSA or ROMS.
19. All board members shall have at least one student who attends ROMS. A board member will vacate their role if their student leaves ROMS.
20. Requests for funding over \$500.00 require a minimum of 14 day advance notice before funds can be approved.

9/18/18

ROMS PTSA Officer Responsibilities updated 8/2018

President

1. Provides an agenda and presides over all PTSA meetings.
2. Shall be a member ex officio of all committees except the Nominating Committee.
3. Maintains a fair and impartial position at all times.
4. Maintains communications between PTSA and Principal and Asst. Principal(s).
5. Sends weekly announcements to the VP-Communications. (Collected from Principal, ROSD, Students Council, etc.)
6. Assures that existing board members are giving incoming board members proper training.

First Vice President - Membership

1. Performs the duties of the President in his/her absence.
2. Coordinates the installation of new officers.
3. Shall provide oversight of the annual membership drives as needed.
4. Maintains a membership list
5. Maintains the online PTA directory and helps members gain access. (If applicable)

Second Vice President- Historian/Activities/Parliamentarian

1. Performs the duties of the President in his/her absence.
2. Acts as an aid to the President.
3. Compiles and keeps a record of PTSA activities including fundraisers and other events.
4. Keeps hard copy and electronic notes for all current/past activities, fundraisers (including counting and sending in box tops, Amazon, Kroger) and other events.
5. Responsible for knowing Robert's Rules of Order.

Third Vice President - Communications

1. Performs the duties of the President in his/her absence.
2. Responsible for preparing press releases and contacting media for coverage of PTSA events/activities.
3. Maintain the PTA website and PTA Facebook
4. Send out weekly announcements via email blasts and Facebook

Teacher Vice-President (If we have Teacher VP for the year)

1. Acts as a liaison between the PTSA and Royal Oak Middle School Staff.

Secretary

1. Keeps an accurate and permanent record of all PTSA meetings.
2. Have a current copy of bylaws and standing rules.
3. Keeps a record of attendance at all PTSA general meetings.
4. Provides minutes from the previous meeting at each monthly PTSA meeting and for PTA website.
5. Turns recorded minutes over his/her successor.
6. Handles all correspondence as required by the President or PTSA Board.
7. Sends a list of newly elected Officers to Michigan PTA

Treasurer

1. Prepares and presents budget.
2. Writes checks and offsets with budget.
3. Makes deposits to bank.

4. Balances checkbook.
5. Presents or should be at monthly PTSA meetings and provides reports for PTA website.
6. Forward membership dues to Michigan PTSA by the 28th of each month.
7. Forward \$40.00 unit dues to Michigan PTSA on or before Oct. 31st.
8. Submit Budget and Audit to Michigan PTSA by December 1st.
9. Files any necessary IRS reports.
10. Prepares sales tax return (if necessary).

Members-At-Large

1. Chairs Nominating Committee and is responsible for filling vacancies where possible on PTSA Board.
2. Works in an advisory capacity and assists President when requested.
3. Counts votes when necessary.
4. Shall be long-standing Board Members if possible.
5. Responsible for Founder's Day responsibilities.

Royal Oak Middle School PTSA

Committee Descriptions (Updated 05/2017)

Beautification: responsible for working with building staff to beautify and maintain ROMS perennial beds and existing grounds spaces.

Budget: Treasurer, president and one other executive board member.

Dawg Walk: Responsible for coordinating annual Dawg Walk at the beginning of each school year. Works to procure food and volunteers to work picnic. This committee should be in place by May of the preceding school year. Work in coordination with Principal.

Council Representative: attends monthly PTSA Council meetings and report back to ROMS PTSA. Council representative - President of PTSA

Directory: responsible for compiling and printing directories. Works with President and Membership Chair to distribute directories to individuals who have purchased an ROMS PTSA membership.

8th Grade Celebration: responsible for coordinating the details of the 8th grade dance, including, but not limited to; theme, music, food, entertainment, ticket sales, etc.

Green Team: Responsible for continuing education of parents and students at PTSA meetings and events about green ideas. Works on school projects as needed or requested by administration.

Health & Welfare: responsible for providing the ROMS PTSA community with information to help raise healthy middle school students.

Legislative/By-laws: responsible to review and file by-laws with Michigan PTSA every three years. Informs the PTSA of any bills pending or being introduced concerning education and/or welfare of children.

Membership: coordinate with the 1st Vice President. Works with President to distribute directories to all PTSA members in good standing.

Nominating Committee: consists of the members-at-large. Committee should consist of 3-5 members. Responsible for recruiting members to open officer and committee positions.

PTSA Web Page: responsible for maintaining the ROMS PTSA web page. This includes working with ROSD Web Master.

Reflections: responsible for coordinating the PTSA Reflections fine art program in the building. Works with the PTSA Council chair to determine due dates, etc.

Scholarship: attends all meeting of Scholarship Committee as scheduled by PTSA Council and reports back to ROMS PTSA with information as it becomes available.

Staff Appreciation: coordinate staff appreciation activities.

