**Royal Oak Middle School PTSA**

**Standing Rules**

**Revised 8/19/2020**

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 and/or 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 be posted on PTA website.
3. Founders Day: The PTSA shall pay for 100% for all board members (7) 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 5 ROMS staff and 5 members willing to attend (totaling 20, in any combination of the above roles). The PTSA will pay 50% for the remaining ROMS staff and members willing to attend. 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 PTA 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 1⁄2 for the hotel room when the State/National convention is 25+ miles away. 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 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. Parent/Guardian access to the closed Facebook group page shall be available to only those who hold a membership in the Royal Oak Middle School PTSA. PTSA electronic directory is available on Memberhub to all paid PTSA members.
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 schools, 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. In accordance with non-profit guidelines IRS Status 501(c)(3), 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 executive board or members present at said meeting.
11. All publicity of the Royal Oak Middle School PTSA such as fliers, posters, etc. shall bear the name and logo of ROMS PTSA.
12. The PTA will purchase a $25 retirement gift and card (to be signed by PTA members, if available) to all staff members who retire. This will be paid from the gifts and memorials line in the budget.
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 and posted on the PTSA webpage.
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.

**ROMS PTSA Officer Responsibilities, updated 8/19/2020**

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 biweekly or monthly 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.
7. Maintains the PTA website and PTA Facebook, with the Member at Large - Communications.
8. Is the second signer for banking.
9. Attends monthly RO Council meetings and reports back to the ROMS PTSA.

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).
6. Enters members into Memberhub when they have not joined online.

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.

Member at Large - Communications

1. Responsible for preparing press releases and contacting media for coverage of PTSA events/activities.
2. Maintains the PTA website and PTA Facebook, with the President.
3. Send out biweekly – monthly announcements via email blasts and Facebook.

Teacher Representative (not required)

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. Has 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. Updates newly elected Officers to Michigan PTA via Memberhub.

Treasurer

1. Prepares and presents budget.
2. Writes checks and offsets with budget.
3. Makes deposits to bank.
4. Balances checkbook.
5. Presents 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 June 1st.
8. Submit Budget and Audit to Michigan PTSA by December 1st.
9. Files any necessary IRS reports and/or coordinates with CPA to do so.
10. Prepares sales tax return (if necessary).

Member-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 Member, if possible.
5. Responsible for Founder’s Day responsibilities.