

Standing Rules

Frank Black Middle School PTO

Officers:

All Executive Board Members:

1. Maintain a binder and digital/electronic copies of all documents, forms, receipts for their assigned position that can be passed along and edited by successor.
2. Meet and pass along binders/documents to your successor.
3. Meet with Chairs prior to the start of the school year.
4. All contracts should be signed by the President and reviewed by the board.

The President shall:

1. Prepare agendas for each general and board meeting and distribute prior to meeting.
2. Maintain a fair and impartial position at all times.
3. Lead meetings and proceed with the business.
4. Maintains a relationship with the principal, faculty, staff, and parents.
5. Meet with the principal in June to set the calendar and maintain the calendar throughout the school year.
6. Maintain the PTO mailbox in the school office.
7. Distribute Bylaws and Standing Rules at the beginning of the school year.
8. The President appoints the Parliamentarian who serves on the Board.
9. President should maintain a binder and digital/electronic documents throughout the year to pass along to successor.
10. All contracts should be signed by the President and reviewed by the board.
11. Past presidents should attend board meetings through the fall and be accessible to support the current president.
12. The president shall hold a planning board meeting before the school year begins.

Vice Presidents:

1. Manages and communicates with their Chairs of Standing and/or Special Committees.
2. The V.P. of Education coordinates committees such as Library committee and teacher appreciation.
3. The V.P. of Fundraising coordinates activities such as Supper Club, Auction, t-shirt, and dances.
4. The V.P. of Community Building coordinates committees such as Membership, Spanish Translation, and website and electronic/print communications.

Secretary:

1. Record minutes of board and general meetings and distribute in a timely manner.
2. Maintains correspondence.
3. Create and maintains the sign in sheets for all meetings.
4. Binds the general and board meeting minutes at the end of the year in separate binders to serve as an official record.
5. The General public has access to General Meeting Minutes and Budgets.
6. Distributes the minutes and provides copies for attendees for review at meetings.

Treasurer:

1. Will update and present a written monthly report of the budget.
2. Will serve on the budget and fundraising committees.
3. Maintain the PTO bank account.
4. Maintain accurate and organized records of receipts and bills for at least 7 years.
5. Pay bills and reimburse individuals as needed.
6. Coordinate check signing.

Adopted: November 13, 2014 Revised: April 28, 2016

7. Operate under the FBMS PTO Treasurer's Guidelines.

Parliamentarian:

1. The Parliamentarian will follow Robert's Rules of Order.
2. The Parliamentarian is appointed by the current President and serves as a member of the board.
3. Attends and participates in PTO meetings as called by the President.
4. Ensure that the Bylaws and Standing Rules of the PTO are followed during meetings.
5. Is a non-voting member of the Executive board.

Committee Chairs

1. Committee Chairmen are responsible for follow-up contact with the volunteer.
2. Coordinate with volunteers and the school receptionist on the volunteer sign-in/out procedure.
3. Plan and deliver expressions of appreciation for the volunteers. This may include an end of year salute.
4. Develop and coordinate their event and dates with their V.P.
5. Develop and create a Plan of Work and Budget for your committee before the start of the school year.
6. Chairs must maintain a binder that acts as a procedure book.
7. All contracts should be signed by the President and reviewed by the board.
8. Undertake no work before prior approval.

Miscellaneous

1. Executive board members shall not expect privileges or rights that are not due any other parent or taxpayer in the school district.
2. Executive board members shall not speak to school district personnel or media as representing the FBMS PTO unless authorized to do so by the executive board or the general membership.
3. The newly elected officers shall determine which committees shall be designated a standing committee and which shall be special committees.