

ARTICLE XIV. STANDING RULES

The Executive Board may maintain a list of Standing Rules to serve as a further operating guide for the Organization. These Standing Rules should be revised yearly to reflect the procedures of the current Executive Board.

ORGANIZATIONAL

- There is no dollar amount charged to belong, and every parent or legal guardian of a Summit student is automatically a member.
- Board Members for this school year will be: President, Secretary, co-Treasurers, VP Communications, co-School Support, Class Reps and Principal.
- Committees will be: Snack Shack, Spirit Wear, Concessions, Conference Dinners and Helping Hands. Committee chairs should cc President on all committee communications.
- Executive board members serve as representatives of Summit and Rockwood School District and are to represent the school and district in a positive light.
- Board Members should remain neutral at PSO-sponsored events when representing the PSO.
- Executive board members and committee chairs are encouraged to use a Google Drive/email account set up specifically for their positions and to share events, activities, timelines, contacts, expectations via Google Drive. At the end of their terms, they are to surrender all binders and login/password information to the president or incoming board member taking over their role.
- The President will attend regular Presidents' Forum meetings and report any updates/information to the executive board. Incoming and continuing board members are encouraged to attend the annual Presidents' Forum Leadership Conference.

MEETINGS

- Regular (general) meetings will be held on the 2nd Monday of the month in the evening, unless otherwise specified. Dates for regular meetings should be posted on the district-provided PSO website at the beginning of the school year.
- All elected PSO board members are expected to attend monthly board meetings unless an extenuating circumstance arises. In that case, they should inform the president of any updates for their area so that information can be presented at the meeting for them.
- The approved minutes from the previous meeting and the current month treasurer's report will be posted within 2 weeks of the monthly meeting on Summit's PSO website.
- The order of business for the meetings will be: welcome/approval of minutes, President's report, Principal's report, board member reports, committee reports, old business, new business, announcements, adjournment.
- If a vote creates a conflict of interest with a PSO executive board member, the President reserves the right to ask that member to abstain from voting on that specific issue.
- Outside speakers (i.e., speakers not representing Rockwood) are not allowed to present at PSO meetings.

COMMUNICATIONS

- The primary form of communication is emailing through Gmail. Each class should set up its own email address to be used for communicating with parents (i.e., Rshs2024rep@gmail.com). Class email communications will be distributed by the grade level principal, but if the class reps send communication directly in a mass distribution, please blind copy (bcc) the recipients.
- PSO communications that are pertinent to the entire school can be sent to the VP Communications or President for posting on the RSHS PSO Facebook and X (twitter) accounts. Fundraising events for the classes can be advertised through ParentSquare or on the class's Facebook page.
- Executive board members serve as representatives of Summit and Rockwood School District and are to represent the school and district in a positive light on social media.
- Board Members should remain neutral on social media when representing the PSO. Class Facebook page posts should not be political.

FINANCIAL

- The fiscal year will run from July 1st to June 30th. An annual budget meeting should be held before August 1, but no later than August 15.
- The account shall have three authorized signers: President and 2 Co-Treasurers.
- Two (2) people must be present any time money is counted. Money should be immediately deposited or stored in the PSO safe until such deposit can be made.
- We are a tax-exempt organization. Volunteers can obtain a copy of our tax-exempt form from the co-treasurers.
- All elected PSO board members can sign event contracts, outside vendor rental agreements, and RSD facility rental agreements after receiving board approval. Committee chairs should not sign contracts.
- All receipts submitted to the Co-Treasurers for reimbursement should be attached to the PSO reimbursement form which can be obtained from the President or Treasurers. An email with a copy of the receipt and reimbursement request will be accepted.
- All event receipts and reimbursement requests should be submitted to the Treasurers within the same semester of the event.
- The Treasurers will arrange for Director's & Officer's insurance coverage as well as bonding insurance coverage. General liability coverage is provided by the Rockwood School District. All elected board members are covered by the D & O policy and the bonding policy.
- Teacher/Staff grants are built into the annual budget. Grants will be pre-screened by the Principal and then forwarded to the PSO Co-Treasurers who will present them at the PSO board meeting in October. If a balance still remains, there will be a 2nd application period in the spring.

- Compliance and Financial Checklist reports should be completed annually by the Co-Treasurers and another board member. The findings will be presented to the PSO board at the following meeting.
- Square will be available to use by all organizations in the concession stand. Each organization will receive a user id which will be set up in square by the Co-Treasurers. A convenience fee will be applied by the volunteering organization to any card transactions.
- Cheddar-Up will be used to collect money for all class fundraisers (instead of PayPal). The Co-Treasurers will create a Cheddar-up user id for each class.
- When handling money for a fundraiser or concession stand duty, all money needs to be counted by an adult, in the presence of another adult, before the event begins. The money will be counted again by a different adult, in the presence of another adult, at the end of the event. The money bags will be turned in to the admin member on duty at the end of the event. On a separate day, the treasurers and president or another approved 'money counter' will meet to re-count all money bags from the events. The treasurers will then deposit the money in the bank and distribute funds to sponsoring groups as follows:
 - Concession stand duty: classes receive 30%, except Senior class receives 50% for varsity football homecoming game. All other organizations receive 25%. Activities Director receives 10%. Items listed on the Hospitality tab will be subtracted from the Activities Director's 10%. Balance remains in the PSO account.

OTHER

- PSO items are stored in the PSO closet in the commons, in the PSO closet in the music hallway, in the snack shack, in the loft and in the concessions stand.
- PSO events for the upcoming school year should be set by August 1 or as soon as possible. These events need to be reported to the president who will forward them to the Activities Director for scheduling, cc'ing the principal.
- Any new events should be presented to the PSO president, principal and activities director before planning begins.
- All class reps must participate in concession stand training at the beginning of the school year.
- PSO scholarship applications are reviewed by 3 PSO members. The freshmen class reps are the designated reps, but if they have a senior student, then they are exempt and another PSO board member will be selected.

STANDING RULES AND BYLAWS

These standing rules will be posted along with the bylaws on the Summit PSO website. They may be amended by a two-thirds [simple majority] vote of the members in attendance at any general meeting.

If there is a conflict between the bylaws and standing rules, the bylaws take precedence.