Boyce Middle School Standing Rules

Standing rules are motions of a permanent nature used to supplement the By-laws. They are intended to cover situations without the formal procedure of amending the By-laws.

1. All Executive Board officers and committee chairpersons are required to be activity fees-paying members of the Boyce PTO.
2. The President and First Vice-President shall be voting members on the Upper St. Clair Parent Teacher Council Executive Board. The President shall attend all meetings or send an alternate.
3. The First Vice-President shall serve as Hospitality committee chairperson for the Boyce Middle School PTO.
4. The meetings of the General Assembly of Boyce PTO are held on the second Wednesday of the scheduled month, beginning at 9:30 am, unless otherwise scheduled by the President.
5. All speakers, including presentation(s) of committee report(s), presented during PTO meetings are recommended to be held to a maximum of 3 minutes. Guest speakers invited to present to the PTO are recommended to be held to a maximum of 10 minutes.
6. During months with no PTO meetings of the General Assembly the executive board will meet.
7. Standing committees shall be any of those suggested to the PTO or those deemed necessary by the vote of the Executive Board. The current list of standing committees is found in the Boyce handbook available on the school website. All committees are active annually with the exception of the Science Extravaganza Committee that is responsible for the biannual event sponsored by the PTO, planned in conjunction with the teachers and administration.
8. Each new committee chair shall review the corresponding procedure documents and Conflicts of Interest policy before or at the first PTO meeting in September.
9. All e-alerts, informational flyers and signup sheets to be distributed through the school to the student population shall be submitted to the President and then the Principal at least three (3) business days prior to the release date for approval. After receiving approval for distribution, whether in paper or electronically, a PDF copy of the flyer should also be submitted to the web page manager so it can be posted on the website.
10. Access to sending out emails to Boyce parent/guardians is given to Secretary, President and VP
11. The VP is to be trained by the school district to be the Website Manager back up.
12. All copying, when deemed necessary, may be made with the prior approval of the President by use of the copy card. Requests for reimbursement for copying without the Office Depot copy card may not be paid to the individual or deducted from the committee budget, unless prior approval was obtained from the Executive Board.
13. Each standing committee chairperson must submit a completed "Boyce PTO Committee Report", along with the committee's procedure documents, to the President within two weeks following the conclusion of function/event. Alternatively, an oral report may be submitted at the subsequent PTO General Membership Meeting.
14. The Secretary shall be responsible for sending all correspondence from the Boyce Middle School PTO.
15. Checks written from the General Account require two (2) signatures of members of the Executive Board. The account shall have three (3) authorized signers; President, Treasurer, and 1st Vice-President. The monthly bank statements shall be reviewed and initialed by a member of the Executive Board who does not have authorization to sign checks, such as the Board

Advisor or Secretary. There may not be pre-signing of checks. A check must have the date and payee on it before it is signed.

16. Boyce PTO's books shall be closed as of June 3oth. Books and records of this organization shall be submitted for audit by July 31st of each year. The outgoing Treasurer shall turn over all books and records to the incoming Treasurer within ten (10) days after the completion of the audit. The Treasurer must file required IRS documentation, including Form 990N, 990, or 990EZ, by the IRS deadline in November of each year. USC PTC must be notified in writing upon completion of filing.
17. All monies must be counted by two (2) committee members and turned over to the Treasurer or other Executive Board member upon completion of an event. If an event or committee collects funds over several days or weeks, deposits should be scheduled with the Treasurer in advance. Chairpersons must complete the deposit slip together and sign it. Deposit slips are available on the Boyce PTO website. The monies should be secured by giving directly to the Treasurer. If that is not possible, then the monies should be in a sealed envelope and left in the safe at the school. The chairperson(s) must notify the Treasurer that the deposit has been put in the safe. No cash should be held in any chairperson's home. In the event of large cash deposits exceeding $250, two committee or Executive Board members should be present when cash is taken to the safe, as well as when money needs to be retrieved from the safe. When such money is removed from the safe, it must be recounted and verified by two people.
18. All expenses for reimbursement should be submitted within two (2) weeks following the conclusion of the event. All expenses must be submitted for reimbursement in the school year in which they occurred and at least two weeks prior to the last day of school. For year-end events, expenses are due no later than June 15. Receipts must accompany expenses for reimbursement.
19. All members of the Executive Board and the general membership must understand that according to IRS rules, all funds spent by the organization must fall into at least one of the following categories: Educational: supplementing the educational instruction of students, such as: assemblies, field trips, and guest speakers. Charitable: providing Boyce's students with services or programs that they otherwise might not receive. This does not mean giving money to charities but allows for the support of non-PTO school run charitable efforts. Operational: covering normal expenditures such as postage, printing, and supplies.
20. The Executive Board, with a majority, may approve expenditures up to Five Hundred Dollars ($500.00) without the general membership approval for items not included in the budget or for the line items exceeding the budget.
21. The Treasurer shall present a list of receipts and disbursements at each meeting of the General Assembly of the PTO for the interim between General Assembly meetings.
22. All check request forms submitted by the Treasurer for reimbursement of their own expenses should also be signed by the President.
23. Boyce PTO shall acquire liability and bonding insurance coverage and be incorporated.
24. Boyce Middle School PTO may not be exempt from PA Sales Tax. It is the responsibility of each executive officer and committee chairperson to research and decide based upon current tax laws whether PA sales tax applies for goods purchased on behalf of the student, the school, and the PTO.
25. The Executive Board members, along with the nominated officers, shall meet to prepare a proposed budget to be presented at the March or April PTO meeting. The elected officers shall

review the proposed budget prior to the meeting of the PTO General Assembly, at which it will be voted on. The proposed budget shall be voted on at the April or May meeting of the PTO General Assembly.

26. The Standing Rules shall be revised by the Executive Board on an annual basis and shall be submitted to the General Assembly by the April meeting.
27. Annually, the Boyce PTO Executive Board is to be provided with a copy of the standing rules.
28. The slate of new officers shall be presented at the March or April meeting of the PTO General Assembly. The vote by the General Assembly shall take place at the April or May meeting of the PTO General Assembly. Installation of new officers will be held at the May meeting of the PTO General Assembly.
29. The First Vice-President of the Boyce PTO will serve a one (1) year term as President of the Boyce PTO, and then one (1) year term as Board Advisor to the Boyce PTO. Terms are to be served consecutively.
30. The Boyce PTO By-laws and Conflict of Interest policy shall be studied for amendment and renewed every three (3) years. The By-laws and Conflict of Interest policy shall next be reviewed in the 2023-2024 school year.
31. A signed copy of the By-laws shall be provided to all members of the Executive Board, as well as kept on file in the President's procedure book.
32. The President shall organize a brunch or luncheon in May. This may be in addition to or in lieu of a meeting of the PTO General Assembly. The Executive Board and the standing committee chairpersons, outgoing and incoming, shall be invited to attend.
33. In the case of a school cancellation or delay, the President may opt to postpone the meeting of the General Assembly until another time on that day, reschedule the meeting, or postpone the business of that meeting until the following month's general meeting.
34. All Committee Chairpersons and Members of the Executive Board MUST complete the Family Educational Rights and Privacy Act (FERPA) Training given by the School District.

These standing rules shall continue in force until temporarily suspended, amended, or rescinded by the Executive Board. They should be revised and updated at least once a year. The Standing Rules may be adopted without previous notice by a majority vote of an Executive Board meeting. No standing rule is in order that conflicts with the By-laws of Boyce Middle School PTO.

Adopted: May 23, 2023

President Name (Printed): _____

President's Signature: _____