

CHIPPEWA ELEMENTARY SCHOOL PSO
STANDING RULES
Drafted September 2002

1. All Officers and Committee Chairs must be active, due paying members of the Chippewa School PSO.
2. The membership list of this PSO shall remain confidential and not be released to outside organizations.
3. Board and Committee chairpersons are limited to two (2) years in the same position if someone is interested in that position. This will be at the discretion of the President and his/her officers.
4. Past records and accounts shall be kept by all board and committee chairpersons and passed on to successors. Treasurer's books shall be kept for seven (7) years.
5. The Nominating Committee shall be formed in accordance with the Bylaws of the Brecksville-Broadview Hts. PSO. The committee will consist of five (5) members, four of whom shall be elected from the Officers and general membership.
6. The Board shall be formed in accordance with the Bylaws of the Brecksville-Broadview Hts. PSO. The board shall consist of the following officers: President, First Vice President of Programs, Second Vice President of Fundraising, Honorary Vice President/Principal, **Membership Chairperson**, Recording Secretary, **Webmaster**, Treasurer, and two (2) Council Delegates (See Unit Officers and Elections in the PSO Bylaws).
7. The Officers of the organization shall hold a minimum of two Board meetings during the year. One will be held following elections and one prior to the beginning of the school year.
8. **The Chippewa PSO shall seven regular membership meetings during the school year. It is up to the discretion of the PSO Executive Board to change the number of meetings held, if desired. However, a minimum of four membership meetings shall be held.**
9. The school website will publish only school-related information or district sponsored activities. **The Chippewa website will be updated weekly, or as needed, throughout the school year.**
10. The PSO President shall, before the next general meeting, approve the PSO General Meeting minutes. Minutes are available for inspection at any time.
11. The outgoing committee shall leave a balance of not less than fifteen hundred dollars (\$1500) in the checking account.
12. The funds of the organization shall be deposited in an established account at a financial institution in the name of Chippewa Elementary School PSO. Funds of the organization shall be used for approved PSO work only.
13. An Audit Committee shall meet and audit the books prior to the opening of the new school year. The committee shall consist of not less than three (3) members. The Treasurer, President and 1st Vice President are not permitted to serve on the audit committee.
14. The Audit Committee shall meet and audit the books prior to the opening of the new school year. Funds will be available for use after the audit has been completed.
15. The Budget Committee shall consist of the outgoing President, the incoming President, the outgoing Treasurer and the Incoming Treasurer. The proposed budget will be approved by the Board Committee and reviewed by the Committee chairpersons before the Budget is adopted at the first general organization meeting of the school year.
16. The Chippewa PSO will pay identified liability insurance as part of the PSO Council dues for the upcoming year.
17. The PSO fund must be used for PSO work. The PSO does not divert funds to any other channels or organizations not directly related to our students.
18. The President and 1st Vice President shall be authorized to sign checks. The transfer of this responsibility to the incoming officers will occur following the audit of the PSO books.
19. Check requests for the unit must include written approval from the Committee chair or Officer responsible for the budgeted expense. Officers' check requests must include written approval from the President. Check requests of the President or Vice President must include written approval from the Treasurer. The President and 1st Vice President may not sign checks payable to themselves.
20. The President, or their designee, is the only person who may sign contracts involving the PSO.
21. Expenses and purchases paid for and submitted by PSO members for PSO- related events will be reimbursed by the PSO Treasurer from PSO funds, as authorized in the annual budget.

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22. An expression of sympathy will be given in the event of the death of a student or staff member of Chippewa Elementary School. Total amount not to exceed fifty dollars (\$50). Additional expressions of sympathy may be given with approval of the Officers.
23. The Gift Committee shall consist of the President, Principal, Treasurer, 2nd Vice President of Fundraising, and no less than three (3) volunteer members of the organization. The Principal shall secure a list of items desired by the school to be presented at the 1st meeting of the Gift Committee. The agreed upon committee recommendations must be presented to the Chippewa PSO Executive Board prior to any purchases being made. After all purchases are complete, a list of all items purchased must be in the next publication of the school *Chippewa Chatter* bulletin.
24. The unit's General and Board meetings shall abide by the rules contained in the current edition of *Robert's Rules of Order*, newly revised, in all cases where they are applicable and in which they are not in conflict with these Standing Rules or the Bylaws of the Brecksville-Broadview Hts. PSO.
25. The Standing Rules are adopted by a majority vote at a regular meeting and suspended or rescinded by a majority vote as per the PSO Council bylaws.
26. The Standing Rules of the association shall be reviewed and approved annually or more often if deemed necessary.
27. The unit shall appoint a member and one alternate from the general membership to serve as Chippewa's representative to the Central School PSO Nominating Committee. The member shall have a student entering Central School the following year.
28. The unit shall appoint one member and one alternate member from the general membership to serve as Chippewa's representative to the Council PSO Nominating Committee.
29. Chippewa shall participate in a Unit Market Day program, in which we will provide volunteers to run this event no more than two (2) months per school year. At the end of the school year, proceeds shall be divided between all participating schools.
30. Chippewa PSO shall not give any monetary donations or payments to any staff member of the BBHCSD that would personally benefit the staff member for work done on behalf of the PSO which would be seen as an extension of the staff member's role with the school district.
31. Board positions with the exception of Treasurer may be shared with the approval of the General Membership.
32. Chippewa PSO will be required to maintain a website and/or a link to the school district's web site, along with a person designated to update the website weekly, or as often as deemed necessary.
33. Chippewa PSO will use e-mail and/or a mail delivery system like Constant Contact to alert parents/guardians of school-wide programs on a weekly basis.
34. No Chippewa PSO member may utilize the e-mail addresses of parents/guardians of students or PSO members for personal or business use.

Updated & Approved:
04/1/2007, 04/8/2009, 4/21/10

Updated:
05/10/2011