# HOUSTON MIDDLE SCHOOL PTO

# 2020-2021 STANDING RULES

**AND POLICIES**

The Standing Rules & Policies supplement the Houston Middle School PTO’s Bylaws by providing more specific guidelines and information for the conduct of the PTO and Board of Managers, hereafter identified by its common reference as “Board”. Each Board, between its installation at the May meeting and the August general meeting, shall adopt Standing Rules and Policies for its term. Each Board member is responsible for reading and understanding the Bylaws and these Standing Rules and Policies. These Standing Rules may be amended or changed during the school year by a majority vote of the Board.

## GENERAL MEMBERSHIP MEETINGS:

The HMS PTO will hold at least two (2) general membership meetings throughout the school year. The first general meeting(s) will be held on Curriculum Night(s) in August beginning at the time agreed upon by the school administrator (unless otherwise noted). The meeting dates will be approved by the Board and be announced at least one month in advance.

Board members are required to attend all general meetings & functions of this PTO. If an emergency arises and a board member is unable to attend a meeting, he or she must contact the President and/or Secretary the day before the scheduled meeting or as soon as possible in the event of emergency or illness.

## BOARD OF MANAGERS MEETINGS:

The Board of Managers meetings shall be held monthly. They are the responsibility of the President and will be no more than 1.5 hours long. The dates, location and meeting times are at the discretion of the President. Board members are expected to be on time. An additional summer meeting will be held. The President will announce the time and place of this meeting. All PTO Board of Managers meetings will be posted on the PTO website and PTO newsletter.

Board meetings shall be open to the PTO Board of Managers and paid members. Attendance is to be registered with the Secretary. In emergency situations, a Board member unable to attend a meeting must notify the President ASAP and is responsible for obtaining information about that meeting. In the event of a Board member’s absence, a written report shall be submitted to the Secretary to be read at the meeting.

Should a Board member have three (3) unexcused absences, it will be up to the discretion of the Board to remove the officer from office by majority vote.

During a Board meeting, each member’s full attention should be given to the person who has the floor. Discretion is expected as members of the PTO Board of Managers.  PTO members in attendance will respect each other's privacy by not sharing individual opinions or votes which occur during the meetings to those outside the meeting. All votes remain anonymous to maintain the privacy of each Board member. The President or Secretary shall compile an agenda for each meeting.

Members in good standing who wish to address the Board will be asked to submit their name and topic at the beginning of the Board of Managers Meeting. When time allows, the President will grant the member time to address the Board.

## GENERAL PROCEDURES:

Each Board member shall:

1. Develop a budget request (due at time indicated by Budget Committee);
2. Maintain a notebook containing items necessary to conduct & know Houston Middle School PTO business:
3. No later than the close of the fiscal year (June 30th), give to his or her successor a notebook containing an annual report (where applicable), recommendations, records of activities, minutes, financial reports, important correspondence, Bylaws, Standing Rules and any other materials helpful to the new officer’s work. Incoming & outgoing Board members will also meet to discuss position responsibilities.

## GENERAL RULES:

1. Any use of school equipment or facilities must be cleared with the Principal and proper procedures followed.
2. Any PTO memo or letter sent to parents, students, or teachers must be submitted to the Principal and President for approval before distribution.
3. Please limit the use of any school owned copy machines to PTO or school-related business.
4. All contracts must be approved and signed by the President.
5. The President shall represent the local unit by speaking to the media, groups or individuals on PTO issues, positions, and views. No officer or individual may speak on behalf of the local unit on these matters unless specifically authorized by the President of the PTO and/or Principal.
6. Members of the Board must adhere to all school rules and regulations. Board members must sign in at front office and state their purpose for being in the school. Activities while in the school building must coincide with their stated purpose.
7. Board members are encouraged to attend at least one (1) Local PTO Council meeting and also at least one (1) Germantown Municipal School District Board Meeting.
8. Board members may be called upon to assist with several projects throughout the year (i.e., registration, family donations, health room, etc); however, each Board member is encouraged to enlist other PTO members to assist in assignments, programs, and projects. Board members should refer to the volunteer list and membership list for their committee helpers first.
9. Board members are responsible for monitoring PTO mailboxes for correspondence, reimbursements, etc. that may be received between Board of Managers meetings.
10. Board Members are requested to project a positive image of this organization and represent the Board in a like manner. All problems should be referred to the President directly when possible. We have not been elected to our positions to change school policy. Our purpose is to support our administrators, offer recommendations, and work for the educational growth and enrichment of the students.
11. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

## FINANCES:

* 1. The Budget Committee will present a proposed budget to the Board at the summer Board meeting with final approval at the HMS PTO Board Meeting in September.
  2. All Board members will operate within their budgets.
  3. The Treasurer and President shall sign all checks and vouchers. If the President is unavailable, a Designated Officer may be the second signature as directed in the Bylaws. In the event the Treasurer is unavailable, the President and the Designated Officer may endorse the checks and vouchers. Under these circumstances, the President is required to notify the Treasurer and submit any necessary documentation to support the expenditures.
  4. The Board may approve adjustments to the budget for the amount up $1,500 to any line, if funds are available. Adjustments in excess of $1,500 shall require an amendment by the general membership.
  5. Receipts and/or invoices and Request for Payment forms:

The Tax Exempt number MUST be used when purchasing all items. NO SALES TAX WILL BE REIMBURSED. Exceptions may be made in cases where tax exemption is not available (ie…requires an account, not allowed)

* + 1. Request for Payment forms and receipts should be presented to the Treasurer no later than 30 days after the date on the receipt OR by the close of the fiscal year (June 30). Any requests made after these deadlines may be denied.
    2. No expenditures shall be reimbursed without supporting verification (ie..sales slips, invoices, etc).

\*\*\*\*Any person responsible for depositing funds, writing checks, filing forms (i.e., IRS) or any legal document must comply with all specific due dates. If a penalty is assessed due to negligence in completing the assigned duties, the responsible person may be liable for the assessed penalty.

## COMMUNICATION:

1. The Houston Middle PTO is responsible for publishing PTO Information to be handed out the first week of school. It will include a form for directory information and orders, membership in HMS PTO, and volunteer sign-up for PTO programs.
2. The Houston Middle PTO is responsible for publishing an online family directory. This publication lists information pertaining to all HMS PTO families who want to be included.
3. The Houston Middle PTO is responsible for creating a weekly, and/or as needed, school newsletter. This school newsletter is the main form of communication to the general membership. The newsletter will be sent electronically (i.e., e-mail).

## DUTIES OF OFFICERS AND COMMITTEE CHAIRS:

Each Board of Managers member is responsible for providing the President with a detailed Plan of Work for his or her term in office at the summer Board meeting. Each will be held accountable for executing that work plan, upholding the Bylaws and performing the duties described in the Bylaws and Standing Rules. The description for each position should be recognized as a guideline and not considered as all-inclusive. (See General Rules #8).

### PRESIDENT

### Presides at general meetings and board meetings; coordinates work of the Board; is ex-officio member of all committees except the Nominating Committee; represents HMS at all meetings (including Germantown Municipal Council and Germantown Municipal School District Board Meetings) and other functions as invited; confers regularly with the Principal on parent and PTO concerns; appoints the Parliamentarian with Board approval; heads Legislative committee and disseminates legislative information obtained from Germantown Municipal School District; speaks to media, groups or individuals on PTO issues, positions, and views; provides each board member with a name tag.

### VICE-PRESIDENT

Acts as an aid to the president; performs duties of the president in his/her absence or inability to carry out duties; plans programs for HMS PTO general meetings in the Fall and Spring; coordinates with the Nominations Committee at the Spring General Meeting to solicit parent volunteers for open PTO board positions and; plans and sends invitations to Holiday Brunch in December and “New-Old Member” board luncheon in May; and purchases end of year gift for President. At the discretion of the President, the Vice-President may be assigned responsibility to oversee the membership drive and/or donation drive and assist any other board member when needed; provides refreshments for general meetings, if necessary; purchases gifts for any speakers at the General Membership meetings; facilitates and coordinates Storm the Hill field trip participants in conjunction with the GMC PTO Council; monitors the [houstonmiddlePTO@gmail.com](mailto:houstonmiddlepta@gmail.com) account for general PTO questions and routes them to the appropriate board members. Serves as an administrator on the HMS PTO Facebook page as well as the houstonmiddlePTO.com website to assist as needed.

### SECRETARY

Records minutes of all general and Board meetings; makes typed copies and distributes to all Board members prior to Board meetings via e-mail; keeps a roster of Board members and attendance at Board and general meetings or special events; orders HMS PTO stationery and note cards and distributes to other board members as needed; communicates to board members any specially called meetings as directed by the President; sends thank you, sympathy, get well, and congratulatory cards to Board and faculty members.

### PARLIAMENTARIAN (appointed by President with approval of Board)

Serves as procedural authority for Board and general meetings; reviews Bylaws and recommends revisions when appropriate; chairs Bylaws Revision Committee (updates required every five (5) years); chairs Standing Rules Committee (updates suggested each Fall); assumes responsibility for establishing Nominating Committee and assists as needed; is responsible for overseeing a PTO volunteer recognition award to be determined by Germantown Municipal Council.

### TREASURER

Handles all PTO funds; keeps a full and accurate account of deposits and payments; balances checkbook each month; makes monthly payments of bills; provides bank statement to the PTO president and/or principal for review each month; meets with the Budget & Finance Committee to write proposed budget; presents proposed budget for adoption to Board and general PTO membership at the board meeting in September; works closely with Ways & Means board members to present final report of expenses and profits from family donations and fundraising events; has books audited before successor assumes duties; prepares or has prepared the IRS 990 for the fiscal year July 1 to June 30 (for the year in which he/she was treasurer) and files said form by November 15; maintains other previously filed tax returns; maintains compliance with the School Support Accountability Act; makes certain that all insurance policies are paid by the due date and maintains paperwork evidencing insurance coverage; files annual paperwork as required by the Secretary of State of TN to maintain PTO charter; responsible for completing the School Support Organization annual forms for the GMSD office before the July 31 due date.

### BEAUTIFICATION

Coordinates all efforts toward maintaining and beautifying exterior grounds of school; works closely with school administrator to unify efforts of other organizations with interests in school beautification.

### CONTESTS

With guidance from Germantown Municipal Council, identifies national, regional, or local art/literature contest for the students to participate in. Upon approval by Board and administration, implements the contest by promoting it with students, parents, and teachers; sets and communicates contest deadline; works with art, music, and other teachers to implement contest participation as a part of their curriculum; collects and organizes entries; recruits judges if necessary; purchases ribbons/trophies/certificates; and plans the award ceremony. Provides information about cultural arts activities and education classes available in the community. Asks school administration if PTO help is needed for Winter Formal and/or 8th Grade Dance. If help is needed for these events, serves as coordinator for decorations, clean up, and other volunteer needs requested by administration.

### HAUNTED HOUSTON

Heads up the Haunted Houston fundraiser consisting of, but not limited to the following sub-committees: auction, sponsorship, donation, decorations, t-shirt sales, ticket sales, concessions, solicitation, games/prizes, entertainment, promotion/advertising, and volunteers (both student & adult, including break room & managing scare stations). Submits the Fundraiser Approval form to the school principal beforehand.

HAUNTED HOUSTON > VOLUNTEERS

Working with Haunted Houston chairpersons, will set up and publish a volunteer sign-up and organize duties. At time of the event, Volunteer Chairperson will be on-site to check-in volunteers and fill areas where volunteers are needed.

### HEALTH AND SAFETY

Keeps clinic stocked with needed supplies as directed by the school nurse; Assists nurse in acquiring health room volunteers; performs any other health duties necessary or requested by the nurse or administration. Organizes parent volunteers to assist with car line procedures during the first two weeks of school.

### PUBLICITY

### Seeks out the good things happening at HMS and writes articles to publish in community newspapers, social media (ie. Facebook), and school publications; takes pictures of all PTO and school sponsored events; keeps all PTO and school-related materials, pictures, and publications for the yearly scrapbook and prepares the yearly scrapbook; updates and decorates the bulletin board outside the office with pictures; if unable to attend a PTO and/or HMS function, will arrange for pictures and other appropriate information to be collected. Uploads photos to school website and adds links to newspaper articles to webpage to keep it current. Responsible for posting Monday morning announcements as scheduled Facebook posts each week.

### HONOR ROLL PARTIES

### Solicits local businesses for student rewards (coupons) to be given out each quarter. Plans the end of year Honor Roll Picnic, including but not limited to soliciting door prizes, coordinating volunteers, securing entertainment and providing food.

### HOSPITALITY

Stores serving supplies for future use; coordinates a “back to school” teacher’s breakfast or snacks; coordinates two (2) teacher’s luncheons -- one during American Education Week in November and one during Teacher’s Appreciation Week in May; works with Teacher Treats committee to coordinate Teacher Appreciation Week activities; provides lunch and/or dinner for administrative staff during parent/teacher conferences (2 per year).

### MEMBERSHIP

Conducts membership drive at the beginning of the school year; Manages incoming data and online payments from already-created online registration process; enters registration data and collects membership dues from paper registration forms; provides treasurer documentation to deposit dues; keeps accurate records of members; plans and carries out incentive programs (with Principal’s approval); keeps a membership letter in the front magazine rack throughout the year for new HMS families. Working knowledge of Google Docs and Excel a plus.

### NEWSLETTER

Creates weekly, and/or as needed, electronic newsletter for the school year; sets deadlines and advises board members, administration, and teachers of the deadline; provides special electronic updates to all members as requested by the administration; responsible for monitoring and managing newsletter email account and checking PTO email account for newsletter articles; coordinates with Sports/Clubs Coordinator for announcements as needed.

### TEACHER TREATS

Works with PTO treasurer to establish yearly budget; plans monthly Teacher Treats; creates donation sites or email groups to gather supplies; collects and facilitates treat presentation – either in the teacher mailboxes, or before/after school in the teachers’ lounge; also works with PTO Hospitality to coordinate coffee needs and storage and Teacher Appreciation Week activities.

### RECOGNITION

Organizes receptions for Junior Beta Club and National Junior Honor Society Induction ceremonies for the school; shops for the cakes, drinks, and paper goods (PTO only covers cost of paper goods, the clubs cover cost of food); arranges for the recognition of administrative staff during Administrative Week in April; purchases any appreciation gifts for teachers, custodial, and cafeteria staff in May; and helps in other areas requested by school administration to recognize faculty achievement. Asks school administration if PTO help is needed for Winter Formal and/or 8th Grade Dance. If help is needed for these events, serves as coordinator for decorations, clean up, and other volunteer needs requested by HMS administration.

SCHOOL BOARD LIAISON

Attends all GMSD School Board meetings and provides brief verbal reports monthly at the PTO board of managers meetings about the business conducted there that directly affects our school.  Periodically drafts written articles or briefings to be published in the PTO newsletter regarding Board of Education matters that affect our general PTO membership. Acts as a point-of-contact to answer or field questions that may arise about district-wide issues or concerns.

### TLC PROGRAM

Provides each member of the faculty, staff, and crossing guards with a cake or fruit tray throughout the school year; distribute cake selection forms to faculty and staff; assign volunteers to make cakes; provide volunteers with recipes and box & board for cake presentation.

### WAYS & MEANS

Coordinates, manages, and promotes the annual Family Donation Drive; submits the Fundraiser Approval form to the school principal before any fundraiser; plans and carries out student incentive programs with Principal’s approval (one per grade level); purchases and awards incentives to teachers whose classrooms won the 100% participation parties; presents suggestions for additional fund- raisers (maximum of 2 per fundraising period) to Board and Principal for approval; plans and coordinates additional fundraising events, if needed, to include restaurant spirit nights; coordinates community fundraising as needed.

### WEBMASTER

This person will have the ability to update and maintain PTO website [www.houstonmiddlePTO.com](http://www.houstonmiddlepta.com/) with current and accurate information in a timely manner.

* + Updates and post information regarding PTO programs and events
  + Post general meeting minutes in a timely manner
  + Collaborate with GMSD technology staff (Chris Cooper, Kate Crowder) regarding network access and website updates
  + Collaborate with all committee chairs and HMS staff members to keep information to the PTO website current and accurate

SPORTS/CLUBS COORDINATOR

Creates and maintains a contact sheet for clubs and activities available to students at Houston Middle School. Works with administration and club sponsors to help advertise club tryouts, information meetings etc. through the PTO Facebook page, newsletter and Monday announcements. Acts as a point of contact for clubs and sponsors to disseminate information.

**GIFTS, RECOGNITIONS, AND MEMORIALS**

SCHOLARSHIP DONATIONS: The Houston Middle PTO may honor an individual or group with a contribution to any scholarship program sponsored by the Local PTO council or Germantown Education Foundation upon majority vote.

DEATH MEMORIAL/FAMILY CRISIS: In the event a current Board member or HMS administrator or faculty member loses an immediate family member (spouse, child or parent), a card or note will be sent in honor of said family member. Likewise, if a current Board member, HMS administrator, or faculty member has a family emergency (hospitalization, disability, house fire, etc.) the Board will send a card or note of encouragement or arrange to help the family in a way best fitting the situation.

## AD-HOC COMMITTEES

These committees are appointed to serve in a particular capacity and cease to exist after reporting to the Board and General Membership. They are established to expedite the business of the association. The following are by no means the only ad-hoc committees the Board will establish during its tenure. These are listed as an aid for planning purposes.

1. BUDGET & FINANCE COMMITTEE: formed to develop a budget proposal for the coming year and to discuss expenditures for special projects. The committee consists of the President, Treasurer, immediate past Treasurer (if available), immediate past President (if available), and the Ways & Means chairs (optional). The Committee will gather budget requests from Board members and report to the Board at the summer Board meeting for discussion and will prepare a final report for the general meeting of the HMS PTO members at the September HMS PTO board meeting. The committee will reconvene as necessary to make budget amendments and recommendations.
2. BYLAWS/STANDING RULES COMMITTEE: The Committee will consist of up to five (5) current Board members, including the President, and the President-elect. The committee’s responsibility is to review the necessary criteria for Standing Rules for the incoming Board and to review the Bylaws of the PTO as needed (at least every five (5) years.) The Board Parliamentarian chairs this committee. The committee compiles information and presents its recommended changes to the Standing Rules, if any, to the Board for adoption. Amendments to the Bylaws, in any, will be adopted by a two-thirds vote of those present at a general or special meeting (assuming a quorum), provided 30 days notice of proposed amendments.
3. NOMINATING COMMITTEE: composed of five (5) members--three (3) board members selected at the January meeting, and two (2) members from the general membership. An attempt should be made to include representation from each feeder school. The committee shall elect its own chair at the first meeting. No member on the nominating committee shall be slated for an officer position. This committee is charged with the responsibility of recommending a candidate to fill each position on the Board of Managers for the coming term. The committee will solicit nominations from the general membership and prospective members. The committee will explain to the candidates the responsibilities of each position and confer with them as to their willingness to serve. A name will not be placed on the slate until that person has been given an opportunity to read the Standing Rules and Policies. The proposed slate of nominees shall be posted prior to the Spring General Membership meeting. At the Annual Spring Meeting, the Chairman presents the recommended slate of nominees for approval by majority vote. \*\*No person may serve two (2) successive years on the Nominating Committee.
4. AUDIT COMMITTEE: selected at the May Board of Managers meeting as needed. Reviews the books of the Treasurer after the last board of Managers meeting or when the books are closed. All financial items should be ready to be turned over to the incoming Treasurer at the start of the fiscal year (July 1st). The audit may be carried out by a professional auditor or firm, or a committee of no less than three (3) persons (at least one (1) of whom is a Board of Managers member) who do not sign checks or vouchers for the HMS PTO. The committee will give a report back to the general membership at the first general meeting of the new school year. \*\* No person may serve two (2) successive years on the Audit committee.

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