

# UPPER ST. CLAIR HIGH SCHOOL PTSO

## STANDING RULES

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

1. General PTSO meetings are to be held periodically throughout the school year.
2. General PTSO meetings are held the third Wednesday of the month or on a day decided by the Executive Board in consultation with the high school administration and Parent Teacher Council ("PTC") Executive Board.
3. The PTSO Executive Board shall meet at least twice annually.
4. PTSO hosts the PTC at least once per year at the discretion of the PTC Executive Board and the PTSO Executive Board.
5. The PTSO coordinates Student Council reports of its Officers and Class Officers with Student Activities Director and/or Assistant Director.
6. The PTSO bylaws shall be studied for amendments and renewed every three (3) years or as needed.
7. The budget established by the PTSO Executive Board will be proposed during a spring meeting and presented at the May meeting.
8. Officers shall assume their official duties at the Board Changeover General Membership meeting and shall serve for a term of one year, except the position of Treasurer which will serve for a term of two years.
9. No person shall be eligible to serve more than two consecutive terms in the same office on the Executive Board.
10. The PTSO Executive Board, with a majority, may approve expenditures up to \$100.00 without the general membership approval for items not included in the budget.
11. All bank fees incurred by the PTSO as a result of a returned check(s) must be paid by the check initiator, in addition to the check amount, via cash or money order within two weeks of written notification by the PTSO.
12. All expense receipts must be submitted to the PTSO treasurer within thirty days of the activity's conclusion or by June 15th of the school year.

These Standing Rules shall continue in force until temporarily suspended, amended, or rescinded by the PTSO Executive Board. They should be reviewed and updated every three years. The Standing Rules may be adopted without previous notice by a majority vote at an Executive Board Meeting. No Standing Rule is in order that conflicts with the bylaws of the PTSO.

Adopted \_\_\_\_\_