

Heritage Middle School PTSO STANDING RULES

Date Adopted: May 16, 2012

Date Amended:

Governance: The Heritage Middle School (HMS) PTSO is governed by the HMS PTSO Uniform Bylaws.

Employer Identification Number: The EIN for this unit is 26-0296107. This number shall be used on all financial accounts and tax forms.

Annual Dues: There are no annual dues for the HMS PTSO.

Income Tax Exempt Status: This organization is recognized by the IRS as a tax-exempt corporation under Section 501(c)(3) of the IRS Code and its Public Charity Status falls under Section 509(a)(2).

Fiscal Year: August 1 to July 31.

General Membership Meetings: A minimum of four (4) meetings shall be held each year. Meeting dates to be determined by the Executive Board and given to the General Membership at the first meeting (the Annual Meeting) of the new school year.

The Annual meeting shall be held for the purpose of reviewing the audit report, reports from Committee Coordinators and approval of the Standing Rules. Budget Approval for the next school year will take place at the final General Membership meeting of the year.

Special meetings of the general membership may be called by the President, or at the request of a majority of the Board of Directors, or a majority of the membership. At least seven (7) days notice shall be given.

Quorum: Quorum for each general meeting shall be at least two (2) elected officers attending.

Elected Officers: The elected officers shall be a President, Vice-President, Secretary, and Treasurer.

Election of these officers shall be at the general membership meeting in the month of April. They will serve a term of one (1) year. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.

New officers will take office on August 1.

Executive Board: The Executive Board shall consist of the elected officers, and the Executive Board shall include the Principal for Heritage Middle School, or her/his designee if the position is not currently filled in a fulltime capacity.

Any bona fide requests for funds shall be approved by the Executive Board as noted by two signors on the respective expense voucher(s) and check(s).

Budget changes/ additions/ deletions in excess of \$750 shall be approved at a General Membership meeting by a quorum of attending members of the Executive Board and attending general membership.

Meetings of the Executive Board shall be held as determined by the President. At all meetings of the Board, a majority of the members shall constitute a quorum for the transaction of business.

Special meetings of the Board may be called by the President or at the request of a majority of the Board with two (2) days notice.

Standing Committees: The Standing Committees of this organization are: Husky Howl, Teacher Appreciation, 8th Grade Celebration, PACE Celebration, Back-to-School BBQ, Mitten Tree, Annual/Bi-annual Projects.

Special Committees: The President of this organization may, with the approval of the Executive Board, appoint Special Committees as they deem appropriate. Special Committees go out of existence when the work is completed and the Executive Board receives the final report.

Nominating Committee: Three (3) members will be elected by the Executive Board at least one month prior to the election of officers. The Nominating Committee shall elect its own chairperson. The President may not serve on this committee. *Effective 2012-13 election year.*

The report of the Nominating Committee is to be turned in to the Executive Board by March 1st. Once that report has been received, the work of the committee is complete.

Bank Signatures Defined: Two (2) signatures shall be required on all checks. The President, Treasurer, and Vice-President (President-Elect) shall be authorized to sign checks.

Legal Documents: Uniform Bylaws, Standing Rules and the IRS Determination.

Records Retention: Monthly treasurer reports will be kept for three (3) years; Bank Statements, Check Registers, and IRS Form 990-EZ (electronic PostCard) will be kept for seven (7) years; Incorporation Paperwork, IRS Form 1023 and documentation, IRS Determination Letter for 501(c)(3) income tax-exempt status; Meeting Minutes and Agendas, Year-end Treasurer Reports and Annual Reports produced by an Auditor i.e. Financial Review documents will be kept permanently.

Annual Audit: The Board of Directors shall appoint an Auditor for the annual audit. The audit report shall be given at the annual meeting.

Amendments: These Standing Rules may be amended at any time by a majority of the members present, if a quorum has been established and prior notice to amend was given. If no notice to amend was given, and a quorum is established, a 2/3 majority vote of the members present is needed.

These Standing Rules shall be read and approved at the first Executive Board of Directors meeting of each membership year and may be read by request at any meeting or shall be available for reading.

Date of Last Review: May 16, 2012

A copy of these Standing Rules shall be given to all members of the Executive Board of Directors. One (1) copy shall be posted online at <http://www.heritagehuskies.org/>.