

Standing Rules of the Brecksville-Broadview Heights PSO Council

1. The Standing Rules are adopted, suspended or rescinded by a majority vote at a regular meeting.
2. The PSO Council officers shall cooperate with the officers of the individual PSO units in the Brecksville-Broadview Heights School District on projects of mutual interest.
3. Funds for PSO Council shall be deposited in an established account at a financial institution in the name of Brecksville-Broadview Heights PSO Council. PSO funds must be used for PSO work. Council does not divert funds to any other channels, organizations or political entities.
4. The President and First Vice President may not sign checks payable to themselves.
5. The Treasurer is empowered to pay bills, outside of the approved expenses outlined in the budget, during the summer with the approval of the President, First Vice President and majority approval of the PSO Officers.
6. The Audit committee, consisting of a minimum of three people, excluding the current President and Treasurer, will meet yearly following the close of the books for the fiscal year on June 30. The audit must be completed prior to the start of the school year.
7. The Budget Committee shall consist of the Treasurer, as chairperson, assisted by the outgoing, Treasurer, incoming and outgoing Presidents.
8. Officers, by a majority vote, shall approve the budget and any changes to the Standing Rules, before they are presented to the PSO membership for a vote.
9. The officers and chairpersons of the PSO Council are required to keep procedure books for their successors, attend PSO Council meetings and keep pertinent records.
10. Expenses of the PSO President or any other delegates, for PSO related workshops or PSO sponsored continuing education, shall be approved by the PSO Officers and paid in part from PSO funds as authorized in the annual budget. Any person whose expenses are paid out of this budget shall report on the program at the next officers meeting.
11. In the event of a death of a member of the School Board, an administrator or staff member of the Education Center, PSO Council Officer or their spouse or child, an appropriate expression of sympathy may be sent, not to exceed \$75. The Corresponding Secretary will send a note of concern for other occasions.
12. Meetings will be conducted utilizing *Webster's New World Robert's Rules of Order*, when not in conflict with these Standing Rules or the BBH PSO By-Laws. The First Vice President is parliamentarian for PSO Council.
13. The PSO Council President or his/her designee is the only person who may sign PSO Council contracts.

14. The PSO Council Membership is a district wide membership category for supporters of the PSO who do not have children the district and/or those whose district employment may not be affiliated with an individual school. Those members have voting privileges at all PSO Council meetings.
15. PSO Council's meeting minutes shall be approved by a PSO Council officer before the next general meeting. Minutes are available for inspection at anytime.
16. PSO Council's First Vice President will be the nominating representative for council. In the event another member of PSO Council would like to be the nominating representative, the First vice President will become a facilitator of the nominating committee.
17. PSO Council shall not give monetary donations or payment 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.
18. The PSO recommends that alcoholic beverages (beer, wine, spirits, etc.) shall not be present, sold, or consumed at any PSO event where children are participating as this projects a negative image onto the PSO.
19. The PSO recommends that casino style games with cash prizes shall not be present at any PSO event where children are participating as this projects a negative image onto the PSO.

Approved 11/02

Updated:

5/6/04

3/1/07

4/1/09

1/6/12

LT-2/10/12