



# Riverwatch Middle School PTSO

610 James Burgess Road  
Suwanee, GA 30024  
Forsyth County

## Standing Rules

***These Standing Rules were approved by a majority vote of the RMS PTSO Executive Board on 8/9/2019.***

President Signature: \_\_\_\_\_

### Article 1 - Membership Dues

**Section 1: Dues** - Annual dues are \$25 per family or \$10 per staff.

**Section 2: Membership Term** - Dues are valid for membership for the duration of one school year starting on June 1 and expiring on May 31 of the following year. Dues are not prorated.

### Article 2 - Executive Board

**Section 1: Positions** - The RMS PTSO Executive Board Officers shall consist of one President, one Vice President of Communications, one Vice President of Hospitality, up to 2 Vice Presidents of Fundraising, up to 2 Vice Presidents of Events, one Recording Secretary, and one Treasurer. One Vice President will have the additional designation of Vice President (1) who will fill in for the President in case of absence or inability to serve and will have check signing privileges according to the finance section below.

### Article 3 - Finance

**Section 1: Check Request** - Checks must be requested by filling out a Check Request form. Receipt or invoice and signature of the PTSO president are required before the treasurer will issue a requested check. When the Check Request form is filled out by the president for the president, the form should be co-signed by another board member that is not the treasurer. Checks will be issued by the Treasurer (preferred). In the absence of the Treasurer, checks may be issued by the President. Two signatures are required on each check: Treasurer and President (preferred) or Treasurer and Vice President (1). In the absence of the Treasurer, checks may be signed by the President and Vice President (1). A check should not be signed by the check receiver. Copies of checks written by the PTSO are not mandatory if the side tear voucher receipt is completed and presented for audit. (See financial records section below for additional info.) All check requests must be retained for audits.

**Section 2: Lost Receipt** - If all efforts have been exhausted to locate a missing receipt, a written request for reimbursement can be made and a vote brought before the Executive Board to reimburse. Vote results should be recorded in the meeting minutes.

**Section 3: Cash Receipt** - Cash/Check deposits must be recorded on a Funds Verification form and verified by two unrelated people (not the Treasurer). All monies collected must stay locked in the vault on school premises until the Treasurer brings to the bank for deposit.

**Section 4: Financial Records** - All transactions (payment and deposits) must be recorded for bookkeeping purposes using financial software (e.g. Money Minder.) Each month, the Treasurer's report will be completed by the Treasurer and co-signed by the President or Vice President. Each month, bank statements shall be reconciled with the bookkeeping records and signed by both the President and a non-check signor. A listing of cleared checks from the bank must be attached to the reconciliation paperwork.

**Section 5: Acceptable Payment Forms** - Payments can be made to the RMS PTSO via cash, check, credit card, or direct deposit. Checks must be made payable to: *Riverwatch PTSO*.

**Section 5: Timeline** - All check requests must be made within 30 days of the event and paid out before the end of the financial year if possible. All checks written by the PTSO should be cashed/deposited within 30 days of receipt or before the end of the financial year, whichever comes first.

**Section 6: Money Handling** - PTSO designated funds are to be handled by adults over the age of 21 that are functioning in a PTSO volunteer capacity only. No funds shall be handled by students or persons under the age of 21 at any time for any reason. Under no circumstances should any PTSO designated funds be taken off school grounds with the exception of the treasurer making a deposit. All money should be placed into the school vault for safe storage as soon as possible.

### **Article 3 - Fundraising**

**Section 1: Activities** - Fundraising activities may be held each year upon approval of the PTSO board and School Principal.

**Section 2: Concessions** - PTSO will buy or request donations for all concession supplies. Profits from the concession event will be either applied to the PTSO budget or to the organization the event was hosted by.

### **Article 4 - Planning Meeting**

**Section 1: PTSO Planning Meeting** - At least one executive board planning meeting shall be held before school opens. At the meeting, discuss:

- a. Yearly Calendar of Events
- b. Appoint committee chairs and discuss if functions without chairs will continue at the school
- c. Annual Budget
- d. Fundraisers for the school year
- e. Forsyth County PTA/PTO functions & involvement
- f. Determine, based on the availability of the PTSO Officers and School Principal, what day of the month and time board meetings will be held throughout the year
- g. Schedule at least 2 PTSO General Meetings in conjunction with a school event.

#### **Article 5 - RMS PTSO Storage Closet**

**Section 1: Inventory** - An inventory shall be performed at the beginning and end of each school year.

**Section 2: PTSO Property** - All PTSO property shall be stored in the locked PTSO closet at RMS.

#### **Article 6 - Communications**

**Section 1: Members Contact Information** - Membership in RMS PTSO allows RMS PTSO to contact the member with the contact information they have provided.

**Section 2: RMS Administration Oversight** - A member of the RMS Administration, if requested by the school Principal, will be made an admin for all RMS PTSO social media accounts and have access to the RMS PTSO associated email accounts.

**Section 3: Unsubscribe** - Any RMS PTSO member who requests to be removed from the email distribution list will be removed by the Vice President of Communications.

**Section 4: Communication Approval** - All written communications e.g. posters, flyers, etc. need RMS Administration approval.

**Section 5: Sharing Contact Information** - No contact information will be shared with any outside businesses or groups. Only the board members and Committee Chairs that need the information to do their tasks (e.g. Volunteer Coordinator) will have access to member's contact information. All emails should be sent blind carbon copy.

#### **Article 7 - Standing Rules Modification**

**Section 1: Modification of Standing Rules** - Standing Rules may be modified with a majority vote by the RMS PTSO Board.