



STANDING RULES OF THE Revere Middle School PTA



I. General Unit Conduct

- A. Unit will conduct business according to Robert's Rules of Order Newly Revised and National PTA Handbook.
 - 1. Robert's Rules are, by definition, for deliberative assemblies, and, as such, do not permit business to be conducted by individual polling or voting in proxy.
 - 2. However, an action taken by a Board on the basis of individual approval becomes an official act if ratified by the Board at its next regular meeting, and Standing and Special Committees can conduct their work by agreement of every member when it is impracticable to meet.
- B. Unit will act in compliance with current Unit Bylaws and Standing Rules (if applicable) as they are approved
 - 1. Bylaws will be reviewed yearly and renewed every **three (3) years**
 - 2. Standing rules will be adopted as needed for clarity and should in no way conflict with current Unit Bylaws.
 - 3. Standing Rules must be renewed at the **beginning of each school year.**
 - 4. Standing Rules may be amended or rescinded at any meeting by a two-thirds vote, or by a majority vote provided previous notice of the vote has been given.
 - 5. Additional Standing Rules may be adopted at any meeting by a majority vote.
 - 6. Standing Rules may be suspended for the duration of any session by a majority vote.

II. Officers Roles and Responsibilities:

- A. This unit shall have an Executive Board consisting of the following elected Officers: President, Vice-President (up to two), Treasurer, Secretary.
- B. These Officers shall uphold duties as outlined in current approved Unit bylaws and standing rules.
- C. All Officers must be current PTA members in good standing.
- D. All Officers must utilize the Unit's Officer PTA addresses for all official correspondence sent on behalf of the Officer and/or the RMS PTA.

III. Executive Board Duties:

- A. Executive Board members are expected to attend all regular and special meetings of the Executive Board, assigned committee meetings and general membership meetings. Failure to attend **three (3)** consecutive board meetings without being excused is grounds for removal from the board. If unable to attend meetings, notify the **RMS PTA President or Secretary**



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- B. Executive board members who fail to attend meetings, for which a financial obligation has been made, without cancelation of reservations, will be billed for the cost.
- C. Any executive board member, funded by the PTA, attending workshops, conventions or conferences, shall file a written report with the Executive Board.
- D. Executive Board members are expected to help carry out the program at General Association meetings.
- E. Procedure books and electronic records shall be kept current and at the end of the term of office each officer shall turn over access to this information to incoming officers and chairmen shall turn over books to the president.

IV. Meetings:

- A. Regular meetings of the Executive Board shall be held on the **second Wednesday of every month during the School Year (unless otherwise agreed upon).** Meetings shall be held **via electronic platform (Zoom or WebEx) or in person** and begin at **6:30 PM or other time as agreed upon by the Board** and shall last approximately one (1) hour or longer as needed.
- B. General Association meetings shall be held on the **3rd Wednesday of every other month (September, November, January, March, and May).** Meetings shall begin at **5:30pm** and adjourn no later than **8:00pm**.
- C. All motions shall be presented in writing up to two days prior to an association meeting or verbally at an association meeting.
- D. Order of Business at General Association meeting is as follows:
 - 1. Call to Order
 - 2. District Report
 - 3. Principal's Report
 - 4. Special Presentation/speaker (when applicable)
 - 5. Approval of the minutes from previous meeting
 - 6. Treasurers Report
 - 7. Committee reports
 - 8. Unfinished Business
 - 9. New Business
 - 10. Announcements/upcoming events
 - 11. Adjournment
- E. All minutes must be sent to the Executive Board for review and comment no later than **seven (7) days** after the meeting date.
- F. Minutes from General Association Meetings may be posted online through a secure portal for current member access, including but not limited to MemberHub.



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V. Finances:

- A. Expenditures are governed by the current budget approved by the Association. Budget expenses cannot exceed the budget amount without Executive Board approval, and then only if funds are available.
 - 1. Requests for expenditures of **\$100 or less** that are not provided for in the current budget may be approved by a majority vote of the Executive Board.
 - 2. Invoices or purchases of non-budgeted items under **\$50** may be authorized by agreement of both the President and the Treasurer, if the funds are available.
 - 3. All other major adjustments to the budget need approval of the membership at the next convened meeting, with a majority vote.
- B. Unit must keep funds separate from other RMS funds, Revere District funds, funds of other groups, and from any member or non-member personal funds.
- C. Funds collected for use as part of PTA sponsored events (i.e., Staff Appreciation Lunch donations) must be collected directly by the Unit (through the Unit's MemberHub donation portal, Givebutter site, or personal check made out to RMS PTA payable to the RMS PTA direct bank account).
- D. Funds will be marked for use for the purpose for which they were donated and utilized to provide reimbursements to individuals or organizations for expenses directly related to PTA sponsored events.
- E. Items purchased for the benefit of Revere Middle School are donations from the Unit. Donations to the RMS need to be approved by the building Principal and must follow the Revere LSD Guidelines for donations, including consulting with the Revere LSD Administration as appropriate and documenting the donation.
- F. Contracts are to be signed by the President, subject to RMS PTA Board approval. No contract should be entered into on behalf of the Association without prior Board authorization. Unauthorized contracts will be considered invalid.
- G. When authorized purchases are made for which the PTA is to be billed, a Disbursement request form shall be completed, signed and forwarded to the Treasurer with the bill within **sixty (60) days** of the expenditure.
- H. The "RMS PTA Payment Request" form can be found online on the RMS PTA website. Its present location is
https://docs.google.com/forms/d/e/1FAIpQLSdqB978epAZCmyhfmK-moE_vPV9ApmrzOOPKTJvl-exAfNhbg/viewform

VI. Travel:

- A. Officers, Chairs, and Representatives are encouraged to attend banquets, workshops, conferences, programs, and special events appropriate to their PTA duties.



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- B. Costs of workshops and leadership training are legitimate expenses and shall be covered as the budget allows.
 - C. RMS PTA shall assist with the cost of the President or other designated delegates representing this Association to attend the Ohio PTA Convention, as the budget allows.
 - D. Reimbursable expenses may include registration fees, meals, travel, parking and lodging. Reservations and expenses need to be preapproved by the President within the limits of the budget.
- VII. Standing Committees Member Requirements and Responsibilities:
- A. At the beginning of each school year, all active committees should submit a plan of work to the Executive Board consisting of the following elements:
 - 1. Committee name
 - 2. Chairperson Name and contact information
 - 3. Names of Committee Members
 - 4. Goals for the year
 - 5. Activities planned
 - 6. Anticipated expenses/budget required
 - B. A representative from each committee should attend each Association meeting to present an update and discuss thoughts and concerns
 - 1. If a representative is unable to attend in person, a written summary may be submitted to the Secretary for presentation at least **five (5) days** prior to the General Association meeting date.
 - C. Committee members may collect money for RMS PTA sponsored events only through approved methods including:
 - 1. Online via MemberHub portal
 - 2. Online via Givebutter site
 - 3. Checks made out to RMS PTA (specifying what the event the donation is for on the memo line)
 - 4. Other payment method authorized by and made directly to RMS PTA
 - 5. Member may not collect money for RMS PTA in a personal or other business bank account.. All money collected for an event or item will be accounted for by the Treasurer. Any money spent by any member of a committee for an RMS PTA sponsored event will be reimbursed according to the RMS PTA reimbursement policy as outlined in the Unit Bylaws and Standing Rules.
 - 6. Money spent by committee members outside of the current approved PTA budget for an event and without prior approval by the PTA is not guaranteed for reimbursement. Committees are required to stay within budget or to give sufficient notice prior to the event (at least 8 weeks) if budget restrictions cannot be met.



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- D. Volunteers for RMS PTA sponsored events must comply with guidelines and requirements set forth by the RMS PTA, RMS administration and Revere Local Schools District. Any individual not meeting these requirements is not permitted to volunteer for any RMS PTA sponsored activity. Additionally, all volunteers at RMS PTA events must meet Revere LSD guidelines for volunteers adopted on November 24, 2024, a copy of which is stored at <https://drive.google.com/file/d/1FMvssJcIVJJPO146iThsMLV2BqxP3qJf/view?usp=sharing>, and abide by the Revere PTA's Expectations for All Board Members and Volunteers, adopted on August 5, 2025, a copy of which is stored at <https://drive.google.com/file/d/1htT7i32BAIPyRffkUrh2VI26veNsjDfo/view?usp=sharing>.

VIII. Current Standing Committees

A. Audit Committee:

1. Assists in preparing the annual budget as a member of the Budget Committee.
2. Ensures RMS PTA has appropriate bonding and liability insurance.
3. Ensures timely compliance with income tax regulations, including filing 990 form and Ohio Attorney General form.
4. Forwards council dues and scholarship donations to Revere Council of PTA's.
5. Forwards Ohio and National PTA portions of membership dues to the Ohio PTA as directed by Bylaws, working with the Membership Chair.

B. Awards Committee:

1. Leads RMS participation in the following award programs:
 - a) Outstanding Educator (T in PTA award) (nominations in October, votes in November)
 - (1) One staff member who is also a current RMS PTA member can be selected for the "T in PTA" award. Nominations are taken in October and a selection made at November General Association Meeting.
 - (2) Unit will present winners with a plaque or other appropriate recognition separate from the Council luncheon.
 - b) Helping Hands
 - (1) Up to two (2) RMS PTA members may be selected for the Helping Hands award. Nominations are requested in October and a selection made at November General Association Meeting.



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- (2) Unit will present winners with a plaque or other appropriate recognition separate from the Council luncheon.
- c) Friends of Children
 - (1) PTA may acknowledge up to two (2) “friends of children” each spring at the Annual Revere Council of PTA’s luncheon.
- d) PTA Lifetime Achievement
 - (1) This award is to reward a Revere parent or staff member who has given a “lifetime” of support to the mission and vision of the PTA by active and continued volunteerism. Nominations are taken by the Council of PTA’s in February/March, with a selection made in April and the recipient recognized at the Council of PTA’s annual luncheon.
- 2. Coordinates award activity with Council of PTA’s in accordance with Council deadlines and requirements.
- 3. Updates Executive Board periodically.
- 4. Provides relevant information to the General Association and conducts voting (when required).
- 5. Nominees and/or award winners may receive a gift of recognition (plaque, gift card, flowers, etc) of up to \$50 for each award winner.
- 6. Executive Board may provide other acknowledgement/awards at their discretion.
- C. Celebration of the Arts Committee:
 - 1. Coordinates RMS participation in the Council of PTA’s Event “Celebration of the Arts”
 - 2. Coordinates collection of artwork from RMS students for entry into the event, including advertising opportunities to submit artwork
 - 3. Creates volunteer sign ups for preparation of artwork for display and for volunteer activities on the days of the event
- D. 6th Grade Field Day Committee
 - 1. By mid-March/April, confirms date for 6th Grade Field Day event (typically the last day of school).
 - 2. Coordinates Field Day activities with RMS Liaison/RMS Principal and helps set up as needed.
 - 3. Creates volunteer and/or donation sign up for the event.
 - 4. Coordinates set up/clean up on the day of the event.



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- E. 7th Grade Cedar Point Trip Committee
 - 1. By mid-March/April, confirms date for 7th Grade Cedar Point Field Trip event (typically last day of school)
 - 2. Coordinates Cedar Point Trip with RMS Liaison/RMS Principal and helps set up as needed
 - 3. Creates volunteer and/or donation sign up for the event.
 - 4. Coordinates transportation to and from Cedar Point on the day of the event.
- F. Fundraising Committee:
 - 1. Plan & Approve Fundraising Activities: Identify potential events or campaigns (e.g., fun runs, bake sales, silent auctions), evaluate feasibility, and secure PTA and school administration approval.
 - 2. Organize & Execute Fundraisers: Coordinate volunteers, secure necessary supplies or vendors, promote the event, and oversee logistics on the day(s) of the fundraiser.
 - 3. Manage Funds & Reporting: Track income and expenses, ensure proper deposit and documentation of funds, and report results to the PTA and school community.
- G. 8th Grade Dance Committee
 - 1. By September, confirms the date for the event (typically last Friday in the final month of school).
 - 2. Leads team of parent volunteers to discuss event theme (chosen by students)
 - 3. Meets with RMS Liaison to discuss where the event will be held (typically in RMS gym).
 - 4. Creates volunteer and/or donation sign up for the event.
 - 5. Coordinates set up/clean up day of the event.
- H. Male Mentor Walk Committee
 - 1. By mid-September, schedules date for the event (one morning before school in the fall, typically October or early November).
 - 2. Coordinates with RMS administration and RHS administration and facilities management to secure use of track for morning.
 - 3. Publishes notice of event and request for RSVP at least 30 days prior to event.
 - 4. Manages and delegates as appropriate ordering of breakfast foods and beverages appropriate for adults and children
- I. Nominations Committee:
 - 1. Submits members of committees for General Association approval by January of current school year.
 - 2. Submits next school year's Executive Board member nominations for General Association approval by March of current school year.



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3. Monitors that Association votes on nominations by May of current school year as required.
- J. Popcorn Day Committee:
1. Coordinates “Popcorn Days” at RMS at the discretion of RMS Administration.
 2. Popcorn Days are to be held at least four(4) times a year, to coincide with the last day of each grading quarter (or thereabouts)
- K. Staff Appreciation Committee
1. Four events per year: Back to school lunch (day or two before school starts in Aug/Sept), Conference Night Dinner (October), Holiday lunch/treats (week of holiday break December), Staff Appreciation Week (May)
 2. Coordinates items needed for event if needed (upon request of RMS lead)
 3. Creates volunteer and/or donation sign up for event
 4. Coordinates setup/clean up day of the event
- L. Student Activities Committee:
1. Coordinates tentative dates with RMS Liaison (Student Council lead) and RMS Administration (typically in October for Halloween and March or April for Spring dance)
 2. Coordinates items needed for event if needed (upon request of RMS lead)
 3. Creates volunteer and/or donation sign up for event
 4. Coordinates setup/clean up day of the event

Adopted at the September 17, 2025 meeting of the Revere Middle School PTA.