

2015 – 2016 Standing Rules
Centennial Middle School Parent Support Organization (CMS PSO)

The name of this Centennial Middle School Parent Support Organization (CMS PSO); it is an independent parent group and shall be not be affiliated any state or national organization.

The organization's Federal ID # is 47 – 4876850.

No dues are associated with this organization.

The unit's fiscal year shall run from July 1st to June 30th.

Quorum from each general meeting shall be six (6) voting members.

Regular (general) meetings of this association shall be held during the school year on the 1st Tuesday of each month at 6:30pm except in November and December. Executive board/committee meetings of this association shall generally meet immediately prior to membership meetings from 6:00pm – 6:25pm, and at the discretion of the President.

The officers of this association shall be: President, Vice President, Secretary, and Treasurer.

Initial officer selection, replacement of vacancies, and consideration of incoming 6th grade parents:

- Qualifications: any incoming CMS PSO member with a minimum of two years of financial/accounting experience may become Treasurer of the CMS PSO. Any member in good standing may become any other officer of the CMS PSO.
- Interviews with a minimum of two Executive Board members will determine officer nominations to then be voted upon at the next membership meeting.

Office Nominations for the following school year:

Nominations will be in writing and submitted to the current President one week prior to the March CMS PSO membership meeting. Elections will be held by secret ballot during the April meeting. Officers shall assume their duties July 1st.

- Qualifications: any CMS PSO member in good standing and with a minimum of two years of financial/accounting experience may become Treasurer of the CMS PSO. Any member in good standing may become any other officer of the CMS PSO.
- Regular meeting attendance for the current school year is an additional qualification to run for an office or vote in an election.
- Officers may hold two positions or positions may be shared among two individuals.
- The term of office for all officers is two, one-year terms, beginning immediately upon election, and ending upon officer election the following school year. Officers may serve two additional one-year terms in a different role.

Documented approval and one signature is required for any CMS PSO checks.

No more than \$100.00 will be spent without a membership vote.

PSO president must be notified, in writing, of additional business to be discussed at least 2 days prior to the next meeting. If brought up at the meeting, the president will decide (based on availability) if said business will be discussed at that meeting.

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The minutes from each CMS PSO meeting will be posted within 2 weeks on the CMS PSO Website, and in the Organizational Records Binder.

The order of business for the meetings of this organization shall be:

- Call to Order
- Welcome Guest(s)
- Approval of Prior Minutes
- Guest Presentation (if applicable)
- Treasurer's Report
- Applicable Committee Reports
- Unfinished Business
- New Business
- Announcements
- Action Items
 - Follow Up
 - New/Updated
- Adjournment

Committees and Volunteers will be called on as needed.

These standing rules shall be read at the first general meeting of the school year, by the Secretary and will be read by request at any meeting and posted on the organization website. These rules may be amended or rescinded by two-thirds majority vote at any membership meeting with proper agenda notice.

Date Read: tbr @ 9/15/2015 membership meeting