

Standing Rules for Lakeview PTO

Rule 1-Officers

President-

The president shall:

1. Prepare an agenda for each meeting and email to principal 7 days prior to meeting.
2. Maintain a fair and impartial position at all times.
3. Call meetings to order on time and proceed with the business.
4. Appoint and oversee chairs of standing committees.
5. Coordinate the work of officers and committees so that the goals of the PTO are realized.
6. Create the master volunteer list and distribute to secretary and VP.
7. Prepare a calendar, with the executive committee in August, for the upcoming school year.
8. Maintain bulletin board and PTO mailbox.
9. Hand out bylaws and standard rules to the executive committee at the August meeting.
10. Maintain standard rules.

Vice President-

The vice president shall:

1. Act in the capacity of an aide to the president.
2. Preside at all meetings when the president is unable to attend.
3. If a vacancy occurs in the office of the president, in the designated order, until election takes place, assume duties for the remaining term according to the Bylaws.
4. Ensures the standing committees prepares and maintains proper forms.
5. Organize forms in filing cabinet.

Secretary-

The secretary shall:

1. Record minutes at each meeting and have rough draft submitted to the principal within 3 days of meeting. Has final copy ready within 7 days of meeting.
2. Board member attendance is recorded at top of meeting minutes.
3. Keep minutes in a binder and bring to each meeting.
4. Maintain a permanent file of minutes, committee reports, membership lists, and other records of the association. (These are official documents; minutes can be subpoenaed in a court of law.)
5. Bring the following items to each meeting:
 - a. A copy of the standing rules and bylaws.
 - b. A list of all members

- c. The minutes of the previous meeting including treasurer's report(?)
- d. The list of all committees, their chairs and members.
- 6. Responsible for handling all correspondence gifts of appreciation and goodwill, within 14 days of the event occurring with prior approval of either the President or Principal.
 - a. Retirement of FT employee= \$50, PT=\$25
 - b. Death of loved one-card/plant -\$25
 - c. Sending out all thank you cards for any donation given to the PTO.
 - d. Baby gifts(first child only)-\$25
 - e. Wedding gifts- \$25
 - f. Hospitalization/extended illness/injury-card/flowers or plant \$25

Treasurer-

g. Thank you for service 0-9 yrs = \$20⁰⁰ (Full time)
 (5/2016 approved) 10+ yrs = \$30⁰⁰ (Full time)

The treasurer shall:

1. Keep at least \$1,500-3,000 in account at all times.
2. Develop and present a budget balance report at each month's meeting
3. Maintain accurate and organized records of receipts and bills for at least 3 years (discuss how many is recommended)
4. Pay bills and reimburse individuals in a timely manner.

Rule II-Executive Board

A procedure book containing materials and information needed for the job shall be kept by each executive board member. The book is to be passed to his/her successor when he/she leaves the position in September.

The procedure book shall contain the following information:

- a. Bylaws and standing rules
- b. The approved plan of work for the position, duties and standing rules.
- c. The list of executive board members, including addresses, phone numbers and email addresses.

The executive board members shall:

1. Attend all PTO meetings
2. Notify the president or principal when unable to attend meetings.
3. Follow through with their job duties listed above.
4. Acquaint each officer and chair with their responsibilities.
5. Set dates for executive board and general meetings.
6. Plan programs with the appropriate chairs.

7. Review and submit the prepared budget to the board for approval.
8. Create special committees when needed.
9. Keep in mind that each person should only hold one position on the board.

Rule III-Committees

Lakeview Committees consist of, but are not limited to:

1. Fall Fundraisers-Eaton's Pizza
2. Family Fun Walk/Run
3. Fifth Grade Breakfast
4. Fifth Grade Yearbook
5. Gardening Committee
6. General Mills Box Tops
7. Holiday Store
8. Market Day
9. Milk Caps
10. Pancake Breakfast (Applebee's)
11. Scholastic Book Fair
12. Skate Night
13. Staff Appreciation

Standing committee chairs shall:

1. Keep an up to date procedure book, which details the work done throughout the year.
2. Keep a copy of approved plan of work.
3. Determine what budget, if any, your committee has and stay within its limits.
4. Undertake NO work before prior approval.
5. Obtain prior approval for all expenditures.
6. Submit receipts and expenditure form of all expenditures, to the treasurer within 7 days of purchase.
7. Count with a second person, all income received at functions.
8. Forward all monies to the treasurer immediately following the counting, and obtain a receipt for the same.
9. Submit all bills immediately for payment, having the check made payable to vendor.
10. Notify the president of all committee meetings to be held.
11. Prepare a final report for presentation at the annual meeting.
12. NOT sign any contracts.
13. Turn in all records and event tracking sheet to filing cabinet after event/fundraiser is completed.

Rule IV-Budget, Reimbursement and Deposit

1. The PTO board may make and authorize expenditures as outlines in the final PTO budget. The current years PTO board may vote to authorize expense overages in categories that produce income without amending the current years budget by the general membership.
2. The PTO board may approve the expenditure of funds donated to PTO for specific purposes without amending the current years budget by the general membership. (as example, a donor wants to give \$200 for a purchase not included in budget. PTO would receive the donation and then purchase the goods or services for the school specified by the donor.)
3. Committee chairs will adhere to their budgets. Expenditures beyond budgeted amounts that are not approved in advance by the board of directors will not be reimbursed. Committee members will be held responsible for all expenditures.
4. All purchases for reimbursement from the PTO must be submitted via a completed PTO reimbursement form with receipt to the Treasurer. No reimbursements will be issued without a completed reimbursement form and receipt.
5. Anything over \$500 must be verified face to face with treasurer.
6. No money is to be left in the PTO mailbox. Those that chose to leave money in mailbox will be held responsible for amount left.
7. Budget amount set for each committee at beginning of the year. May spend \$100 with no approval needed. Anything over \$100 has to be emailed and or brought to committee and voted on prior to spending. (2/3rd vote needed)

Rule V-Meetings and Quorums

1. The Standing rules shall remain in effect until amended, but shall be reviewed annually by the executive committee, and adopted by a majority vote of the executive board. The Standing rules may be amended at any regular executive board meeting by a majority vote.

Rule VI-Misc Standard Rules

1. Tax exempt number- principal to hand out at first meeting of the year. Principal is to have copy along with president and treasurer. Shopko and Wal-mart have exempt tax form to fill out and use.
2. Meetings are set in August on Tuesdays alternating times -3:30p and 6:15p-times to be determined by committee at first meeting in August.
3. Teacher grants-\$75/\$100 –Teachers are given \$75/year to enhance all kids learning in the classroom. Teachers fill out a form and submit to principal. \$100 is given if they go to an event or function.

4. Field Trip money-PTO gives Tina(secretary) a certain amount at the beginning of the year and at the end of the year to use for field trips: If there is money left over, money is given back to treasurer.
5. Copy Machine-Secretary takes care of this.
6. Last day of school ice cream social-\$750-only done if enough money in budget.
7. Any potential future fundraisers must be brought up to the President, put on the upcoming agenda and need to be voted on with a majority vote.