

Standing Rules for Wilson Elementary PTO, Inc

In accordance with Article X of the Bylaws of Wilson Elementary PTO, Inc. (hereafter referred to as “Bylaws”), the following rules have been adopted as Standing Rules for the organization by majority vote of the Executive Board on _____. These rules are to be kept until such a time as it is deemed that they ought to be changed, and then only by approval by the Executive Board.

I. Additional Duties of Officers

a. President

- i. The President shall carry out all duties as indicated in the Bylaws.
- ii. The President shall set the dates of general meetings as well as additional meetings needed (such as officer meetings and Executive Board meetings).
- iii. If a key to the school is provided to the organization, the President will be responsible for keeping it or providing it to an authorized representative of the organization if he/she cannot be present to provide building access.
- iv. The President is required to sign all contracts entered into on behalf of the organization.
- v. The President will be a second authorized signature on the financial accounts, in the event that the Treasurer is not available.

b. Vice President

- i. The Vice President shall carry out all duties as indicated in the Bylaws.
- ii. The Vice President will review monthly the detailed banking info provided by the Treasurer. The Vice President will NOT be authorized to sign checks or perform other banking duties, thus creating a check-and-balance to limit the opportunity for fund mismanagement. The Vice President will initial and date all bank statements, in accordance with insurance requirements.

c. Secretary

- i. The Secretary shall carry out all duties as indicated in the Bylaws.
- ii. The Secretary shall fill out required paperwork with the school secretary to reserve building facilities for meetings and events.
- iii. The Secretary will prepare a PTO newsletter as needed. This newsletter should be approved by the officers, and if being sent home with students, approved by the principal prior to being sent home.
- iv. The Secretary will prepare an agenda with the assistance of all officers. The agenda, along with the prior meeting’s minutes, should be available electronically or on paper (by request only) at least 2 days prior to a general meeting. The secretary will additionally make paper copies of agenda & minutes to distribute to attendees at the general meeting.

- v. The Secretary will present the prior meeting's minutes for approval at each meeting, in accordance with Roberts' Rules of Order.

d. Treasurer

- i. The Treasurer shall carry out all duties as indicated in the Bylaws.
- ii. The Treasurer will present a monthly Treasurer's Report at each general meeting.
- iii. The Treasurer shall balance all financial accounts monthly and present the detailed banking information, including a checkbook register/spreadsheet, to the Vice President for review.
- iv. The Treasurer will prepare a budget, with the assistance of the Executive Board
- v. The Treasurer will prepare all required financial filings, including tax returns and state filings, as required by law or to maintain exempt status.
- vi. The Treasurer will make annual books available for review by audit committee, accountant or as requested by Executive Board to comply with insurance and government requirements.

II. Executive Board

- a. The Executive Board will be organized according to the Bylaws.

b. Teaching Staff Representative

- i. The Teaching Staff Representative may be one representative or the duties may be divided among several representatives. The representative(s) will be any teacher willing to serve.
- ii. One Teaching Staff Representative should attend each general meeting.
- iii. The representative should act as a liaison between all school staff and the PTO.
 - 1) The representative may request information from staff regarding upcoming events to make families aware of (e.g. Spirit Days, donation drives, Student Council events, etc.) and present that info at meetings.
 - 2) The representative should bring to staff attention any events discussed at PTO meetings that require input from staff.

- c. Due to having 1 year terms for all officer positions, with the option to serve in a position a second year, frequently the current President will also be the Past-President. If that is the case, or if the past president is unable or unwilling to serve on the Executive Board, and to ensure the Executive Board is made up enough members, any prior officer may serve.

- d. The Executive Board shall meet a minimum of twice per year: once in the summer to plan for the upcoming year and once in the winter/spring to assess, make changes and approve a budget. The Principal and Teacher Representative must be in attendance for summer planning meeting; other meetings must have a quorum.

III. Officer Nomination

- a. Officers shall be elected as prescribed in the organization's Bylaws. Officers may be nominated by committee or by general nomination.
- b. Nomination by Committee
 - i. A Nominating Committee shall be formed with no fewer than 3 members plus a committee chair.
 - ii. The Nominating Committee chairperson shall not be a current officer; however, other members may be officers provided no more than half the committee is made up of current officers.
 - iii. The nominating committee will meet to discuss possible candidates for each office. Committee members will contact possible nominees to determine interest.
 - iv. If more than one candidate desires to serve in a single position, the committee will work to resolve it so that the committee can present to the general membership a slate of one nominated candidate per office at the April meeting.
 - v. After the Committee presents its nominations, the President will ask for additional nominations from the floor.
- c. General Nomination
 - i. The President of the PTO will request in March that all those interested in serving in a position contact an officer.
 - ii. All those interested in serving will be nominated at the April meeting. More than one candidate may be nominated for a single position.
- d. Elections will be held at the May meeting.
- e. Officer nominees may be subject to a background check.

IV. Home-based fundraising

Home-based fundraisers are those where a consultant sells items to the school community, with a percentage of the profits going to the PTO. Home-based fundraisers are limited as follows:

- a. No more than 2 per year; 1 per semester
- b. Consultant must be parent or guardian of a Wilson student.

- c. Consultant must provide all brochures needed for the sale.
 - d. Consultant must follow procedures related to counting of funds and documentation.
- V. Calendar of Events. An annual calendar will be established at the summer Executive Board meeting.