

# HAINES SCHOOL PARENT TEACHER ORGANIZATION STANDING RULES

**Definition:** Procedures that further define the bylaws of the Organization. These standing rules are guidelines and can be changed by the Organization when necessary and without previous notice. These standing rules will be reviewed annually and may be amended at any monthly meeting by a two-thirds vote of PTO Board members present.

**Basic Organizational Standing Committees are:** Assemblies, Beach Blast, Bike Rodeo, Book Fair, Box Tops/Tyson, Campbell's, Directory/Membership, Family Fun, Fundraiser, Giant Eagle/Ink Cartridges, School Store, Spirit Wear, Traveling Art Gallery (TAG), Teacher/Staff Luncheon, Vendor/Craft Expo, Website and Yearbook.

**Special Committees:** Can be formed when needed and members may be appointed.

**Co-Presidents:** Conduct all Officer and monthly PTO meetings. The Co-Presidents are automatically members of all committees. Works with PTO Board members/Principals/Teachers in writing grant proposals.

## **Vice Presidents:**

**1st VP:** Responsible for collecting and entering all volunteer information into PTO database. Responsible for distributing all volunteer information to each Chairperson. Works with the Co-Presidents/Principals to coordinate volunteers for PTO and school sponsored events. Works with the Principals/Guidance Counselors on Humanitarian projects (i.e. nurse & memorial book donations). Responsible for special fundraising activities. Responsible for overseeing specific committees as designated by Co-President. Works with PTO Board Members/Principals/Teachers in writing grant proposals.

**2nd VP:** Coordinates parent receptions at orientations throughout the school year. Coordinates bus driver appreciation in October and teacher/staff appreciation in May. Responsible for getting all SV School Board meeting minutes from the office and reporting relevant information at the monthly meetings. Responsible for publishing and copying/distributing PTO newsletter on a monthly basis as well as maintaining the PTO Bulletin Boards in both of the school lobbies. Works with Co-Presidents and website committee to make sure information is up to date on Haines PTO website. Responsible for contacting local newspapers/online sites concerning publicity for PTO events. All published material must be approved by Co-Presidents. Responsible for overseeing specific committees as designated by Co-President. Works with PTO Board Members/Principals/Teachers in writing grant proposals.

**Secretary:** Records all business transacted at the monthly meetings as well as arranges for snacks and refreshments. Presents the minutes for approval at the next monthly meeting. Keeps copy of PTO documentation. Sends out monthly meeting reminders. Is the Chairperson of the Nomination Committee. In addition, the Secretary acts as Corresponding Secretary sending out sympathy, get well and thank you cards to any faculty, staff or PTO Chairpersons as needed. Generates a list of local businesses that have been approached to donate or that have donated items to the school on behalf of PTO. Thank you cards will be mailed to these businesses. Works with PTO Board Members/Principals/Teachers in writing grant proposals.

**Treasurer:** Keeps accurate and detailed account of all funds. The Treasurer must present a financial statement at all meetings. Is Chairperson of the Budget Committee. All checks should have two signatures, i.e., President and Treasurer. The Treasurer may write a check outside the approved budget and without a motion up to \$200 if it is approved by a Co-President. In addition, the Treasurer may write a check outside the approved budget and without a motion up to \$500 by a majority vote of the Officers. Any monies over \$500 must be voted on by a two-thirds vote of PTO Board members present. A receipt must be obtained for all checks that are written. The Treasurer shall cooperate with the Membership Committee and the Secretary in keeping an accurate list of PTO membership and donated items. Works with Accountant to file year end tax returns. Oversees all committees working with PTO funds. Works with PTO Board Members/Principals/Teachers in writing grant proposals.

**Assemblies:** Works with the Co-President/Principals to select educational assemblies. Each chairperson helps to coordinate each assembly throughout the school year and monitors costs to keep in line with the PTO budget.

# HAINE SCHOOL PARENT TEACHER ORGANIZATION STANDING RULES

**Beach Blast:** Heads up parent volunteers, organizes and oversees all facets of an evening event for the 6th grade at the end of the school year.

**Bike Rodeo:** Works with the Rowan PTA, Cranberry Twp. Police and the UPMC Passavant Cranberry staff to set up the Bike Rodeo held in the spring. Arranges for parent volunteers to work the event.

**Book Fair:** Organizes and oversees all aspects of the PTO Book Fairs held in the Fall & Spring. The Chairperson is responsible for scheduling parent volunteers to work the fair and for making daily deposits to the PTO checking account, making certain that the Treasurer receives the deposit slips ASAP. The Chairperson works closely with the Co-Presidents/Principals and staff to coordinate a Barnes & Noble day in the Fall typically on a Saturday.

**Box Tops/Tyson:** Responsible for collecting and counting Box Tops/Tyson labels and mailing them in accordance to the program guidelines. The Chairperson must organize the program, count the labels and chart the results. In addition, the Chairperson must make deposits in the PTO checking account and provide the Treasurer with deposit slips ASAP.

**Campbell's:** Responsible for collecting and counting Campbell's labels and mailing them in accordance to the program guidelines. The Chairperson must organize the program, count the labels and chart the results. At the end of the school year, the Chairperson works with the Co-Presidents/Principal's to order school supplies/equipment from the earned points of the program.

**Directory/Membership:** Responsible for collecting membership information, typing, copying and distributing the student directory as well as PTO membership cards at the beginning of the school year to all PTO members. Collects membership dues, records and maintains membership list, transfers all information to the PTO Board. Only families who choose to participate will be provided with one copy of the directory. The Co-Presidents must be kept up to date on the status of PTO Board and faculty membership. In addition, the Chairperson must make deposits in the PTO checking account and provide the Treasurer with deposit slips ASAP.

**Family Fun:** Responsible for planning and overseeing family oriented events that involve both Elementary and Middle School students, parents, teachers & staff the opportunity to get together and enjoy and evening of fun activities throughout the school year. Arranges for volunteers to staff the events. In addition, the Chairperson must make deposits in the PTO checking account and provide the Treasurer with deposit slips ASAP.

**Fundraiser:** Works with PTO Co-Presidents to select a company in the Spring for the following school year. The Chairperson must coordinate all aspects of the PTO fundraiser in the Fall including but not limited to organizing the fundraising project by collecting all money and arranging for parent volunteers to help in distributing the merchandise. In addition, the Chairperson must make deposits in the PTO checking account and provide the Treasurer with deposit slips ASAP.

**Giant Eagle/Ink Cartridges:** Responsible for registering Haine school online with Giant Eagle and tracking the monthly points. At the end of the school year, the Chairperson works with the Co-Presidents/Principal's to order school supplies/equipment from the earned points of the program. They are also responsible for collecting and turning in used ink cartridges once a month to OfficeMax & Staples in accordance with the program guidelines. The PTO uses these credits to purchase paper as well as school/office supplies.

**School Store:** Responsible for ordering all merchandise, keeping an inventory of the merchandise and operating the school store. There will be one shopping day for each school per month. The store opens before school begins for the day. Special arrangements can be made for afternoon kindergarten students. Additionally, the Chairperson arranges for parent volunteers to work the school store. Deposits are to be made into the PTO checking account and deposit slips given to the Treasurer ASAP.

**Spirit Wear:** Responsible for working with a vendor and selecting merchandise that has the Seneca Valley logo displayed. The Chairperson oversees the sale and distribution of purchases to the buyers. In addition, the Chairperson must make deposits in the PTO checking account and provide the Treasurer with deposit slips ASAP.

**Traveling Art Gallery (TAG):** Responsible for coordinating with the art department to arrange volunteers to present prints to each classroom.

# HAINE SCHOOL PARENT TEACHER ORGANIZATION STANDING RULES

**Teacher/Staff Luncheon:** Responsible for Teacher/Staff Luncheon which is held before the start of the school year. The Chairperson is responsible for coordinating PTO volunteers to help with the set up and clean up of the luncheon. The school office is to be notified if tables are needed.

**Vendor/Craft Expo:** The Chairperson coordinates all aspects of this event which includes contacting vendors/crafters to participate over the summer months, posting advertisements/signs and distributing flyers prior to the event. Additionally they are responsible for set-up/clean-up of event as well as working the day of the event. This event coincides with the Fall Fundraiser pickup. The Chairperson must make deposits in the PTO checking account and provide the Treasurer with deposit slips ASAP.

**Website:** Responsible for keeping the Haine PTO website up to date. Works closely with 2<sup>nd</sup> Vice President. All changes, pictures, forms and information posted on the website must be approved by the Co-Presidents.

**Yearbook:** The Chairperson chooses a company in the spring for the following school year. Responsible for overseeing photos, layout and all other prep work on both the Elementary and Middle school yearbooks. The Chairperson is responsible for the sale of the yearbook and follows the program through to distribution. In addition, the Chairperson must keep an accurate record of all sales, make deposits to the PTO checking account and provide deposit slips to the Treasurer ASAP.

**EVERY OFFICER AND CHAIRPERSON SHOULD BE FAMILIAR WITH THE BYLAWS AND OTHER SPECIAL RULES OF THE ORGANIZATION AND ABIDE BY THEM.**

All Officers and Chairpersons should have a copy of PTO bylaws, standing rules, job description, banking procedures, policies and procedures, inventory, confidentiality forms and budget in a PTO binder. It is the responsibility of each Officer and Chairperson to maintain updated information in the committee binder. The PTO should meet every month to transact business. Each Officer and Chairperson must contact a Co-President if they are unable to attend a meeting. Newsletter and committee updates are to be reported on a monthly basis.

**PTO Closets:** All PTO equipment and supplies should be stored in the designated Haine PTO closets. At the end of each fiscal year an inventory of the PTO closet should be done and given to the new Co-President. No monies shall be stored in any PTO closets.

**Meetings:** PTO meetings are held monthly per the approved PTO yearly calendar. An agenda should be duplicated and distributed before each meeting. Calendar dates should be submitted to the Principals before the school year is completed or over the summer months.

**Membership:** Open enrollment for the entire school year.

PTO Officers and Chairpersons must be members by October 31st or the position is automatically forfeited. All teachers must be PTO members in order to receive allotment if it is budgeted for the year.

## **PTO OFFICERS AND CHAIRPERSONS SHALL DO THE FOLLOWING:**

- 1) Perform the duties of the office or chairmanship as outlined in the standing rules and bylaws.
- 2) Become familiar with the standing rules, bylaws and job description.
- 3) Make reports promptly as required and file annual reports as part of the records of the Organization.
- 4) Transmit records, reports and other material promptly to Chairperson and succeeding Officers.
- 5) Prepare a plan of work to be presented at the first meeting of the Officers in advance of the first Organization meeting. Plans will be discussed and if acceptable, approved.
- 6) Must make every effort to attend monthly PTO meetings.
- 7) No contracts of any kind may be signed without Co-President(s) signatures.
- 8) All correspondence to students must have approval of a Co-President and Principal before printing and distribution.
- 9) All PTO printing and copying must be done on PTO purchased paper and copied in the Aide Room at Haine School.

# HAINE SCHOOL PARENT TEACHER ORGANIZATION STANDING RULES

## BUDGET AND FINANCE COMMITTEE

The objective of the Budget and Finance Committee is to develop a budget to meet the needs of the year's activities as planned by the PTO.

The Treasurer will be the Chairperson for this committee. It may include the past Treasurer, members of the PTO who are proficient in bookkeeping and accounting may be considered for this committee.

The committee should study the previous year's budget and financial reports to determine how well that budget met the organization's needs. Next the committee members should determine the projected financial requirements, taking into consideration the funds needed for programs and projects.

After the committee has drafted the budget, the Chairperson should present it to both the Officers and the PTO Board for approval. A two thirds vote of the PTO Board members present and voting is required for adoption. The budget is presented item by item to allow for discussion and amendment of each section.

Since the budget is only an estimate of the planned expenditures of the year, it may be necessary from time to time to amend it. When there are additional expenses or a change in allocating expenditure, the budget may be amended by a two thirds vote of the PTO Board members present at any monthly meeting.