

HAINES SCHOOL PTO STANDING RULES

*The Standing rules further define the bylaws of the organization. These standing rules must be reviewed at least annually and may be revised as needed. Standing rules may be adopted, without previous notice, by a majority vote at any business meeting. Revisions must be approved by a majority of eligible members present and voting. These standing rules were **approved** by the PTO Board on: Monday, September 2017.*

RESPONSIBILITIES:

Every member of the PTO Board is to be familiar with and abide by the organization bylaws; the job description for their position; the organization policy and procedures; the organization banking procedures; these standing rules; and any other special rules of the organization.

Every member of the PTO Board is to perform the duties of the office or chair as outlined in the documents listed above.

COMMITTEE BUDGETS:

Each committee has a specific budget that has been approved the previous year by the PTO Board. This amount is determined by the **minimum amount of money** it takes to effectively operate the committee for a fiscal year.

NON-BUDGETED FUNDS:

Co-presidents are authorized to approve up to \$200 in non-budgeted expenses.

Officers can vote, by simple majority, to approve up to \$500 in non-budgeted expenses.

Any expenses above \$500 must be approved by vote of the PTO Board.

In an emergency an email vote may be initiated by the Officers to the PTO Board.

REIMBURSEMENTS:

Any member requesting reimbursement for a budgeted item must have an original receipt for the item(s) purchased and a completed check reimbursement form. We are a tax exempt organization and therefore are **unable to reimburse for tax**. All reimbursements must be completed by fiscal year end June 30th of the year it was purchased.

FINANCES:

All checks require two approved signatures.

Approved signatures will be kept on file at the bank: president, parliamentarian, treasurer.

Deposits are to be initialed by two members.

No checks will be issued without a receipt.

No blank checks will be issued.

CONTRACTS:

No contract of any kind may be signed except by a Co-President or Parliamentarian.
The original is filed in the committee binder, and copies are filed by Co-President and Treasurer.

CORRESPONDENCE:

All correspondence to students/parents must first be approved by a Co-President and a Principal before printing and distribution.

All correspondence should include the PTO Logo somewhere on the page. This can be done via clip art.

All information posted to the website must first be approved by the 2nd Vice-President, Publicity or Webmaster.

INSURANCE:

The treasurer shall purchase insurance for the organization each fiscal year. The carrier of the coverage is to be determined by the officers.

STANDING COMMITTEES:

Assemblies	Family Fun	Ink/Giant Eagle	Staff Appreciation
Banking	Fall Fundraiser/Spring Candy	School Dance	TAG
Beach Blast	Haine T-Shirt	School Store	Website
Book Fair	Holiday Shop	Spirit Nights	Yearbook
Box Tops/Campbells/Tyson	Humanitarian	Spirit Wear	

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