

**Peck Place School Standing Rules of the
Parent-Teacher Organization, Inc.**

1. Dues

The annual dues for the Peck Place PTO are: (1) Twenty Dollars (\$20.00) for each family membership; (2) Ten Dollars (\$10.00) for teachers, administrators, para-professionals, therapists, special services providers, or otherwise employed by the Peck Place School. A waiver of dues may be requested, confidentially, by anyone eligible to be a member through the principal who will coordinate the consideration of the request with the Membership Chair.

2. Notice

The notice requirement, as used in the Peck Place PTO Bylaws, shall mean publication by at least one of the following two methods: (1) electronic mail message sent to the Peck Place School by the principal through electronic mail message and/or electronic/telephonic system or (2) a paper notice sent through the backpacks of the students based upon the family count system. In order to qualify, each Notice must be distributed at least seven calendar days prior to the event or election unless otherwise designated by vote of the Executive Board.

3. Procedure for Handling Funds

A. Committee and/or Event Specific Advance Ticket Sales and/or Monetary Donation: All monies received by Committees and/or Members for any reason related to or concerning the PTO shall be directed to the treasurer for prompt deposit into the PTO account in accordance with the procedure set forth below. No event-related expenses shall be paid out of donations made for a particular event by a Chairperson or Committee member. All expenses incurred in connection with a PTO event must be submitted to the treasurer on the approved form and in accordance with the reimbursement procedure.

Example: A Chair sends notice of a special event and receives monetary donations from parents to be applied to the event. ALL of these monies must be turned over to the PTO treasurer for deposit into the PTO account and added to the available budget for the event. Any expenses should be approved in advance of incurring them and, once vendor receipts are provided to the PTO treasurer in accordance with the guidelines, the member(s) incurring said expenses shall be reimbursed.

Stated another way, all money received for any event must be deposited regardless of the purpose before being used for any purpose whatsoever. There shall be no exceptions.

Donations for a particular event shall be added to the allocated budget line item for that event.

- B. **Procedure for Delivery of Monies To Treasurer:** The monies shall be delivered to the treasurer in a sealed envelope containing a completed Monetary Deposit Form and the monies. The form and sealed envelope shall be signed on the seal by the individual delivering the monies to the treasurer.

- C. **Reimbursement Procedure:** The treasurer shall review all expense reimbursement requests on a bi-weekly basis. If a particular expense is not included in the budget and/or amended budget, the treasurer shall notify the executive board by electronic mail vote of the request and, absent any objection, shall approve the expense. If the expense is related to an event or committee, the committee member incurring the expense shall also include confirmation that the expense was authorized by the Chair and that the aggregate of all approved expenses are within the allotted line-item budget.

- D. **Documentation Required For Reimbursement:** No monies shall be reimbursed without a vendor request and/or receipt (if applicable) and a completed expense reimbursement request form.

- E. **Updated Budget:** An updated Budget shall be maintained which reflects the actual expenses/income versus the budgeted expenses/income. The treasurer shall make a determination, based upon the financial information, if any previously approved budget items are at risk for being underfunded and, if so, notify the general membership at the next general membership meeting.

- F. **Chairperson Responsibilities:** If an event or project has an allocated budget, the Chairperson shall be responsible for ensuring that committee members understand the expense reimbursement request procedure and that they have access to and utilize the tax identification number. The Chairperson shall also be responsible for communicating with the treasurer to ensure that all financial reporting requirements are met and that the event or project stays on budget. If additional funds are required and/or desired, the Chairperson shall notify the

treasurer and obtain approval before exceeding the budget. Within two weeks of the event or project completion date, the Chairperson shall cause to be delivered to the treasurer the Event Wrap-Up Form.

4. Standing Committees

The following are standing committees: (1) Fundraising; (2) Hospitality; (3) School Support; (4) Membership; (5) Communications; (6) Arts and Enrichment; (7) Family Events; (8) Nominating; and (9) Auditing. Each of the standing committees shall be comprised of a number of Additional Committees that are identified and formed during the June meeting. On or after September 15 and before October 1, the members of the Additional Committees shall meet and elect one member to be the Chair of their standing committee who shall be responsible for reporting to the Executive Board throughout the school year and, when appropriate, presenting progress reports to the General Membership during the general membership meetings.

Fundraising Committee: The fundraising chair shall be responsible for identifying and coordinating fundraisers with the advice and consent of the General Membership. The following are additional committees of the Peck Place PTO that shall fall under the Fundraising Committee:

- Book Fairs- Spring and Fall
- Box Tops
- Golf Tournament
- School Pictures
- Shop for Education

Hospitality Committee: The Hospitality chair shall be responsible for identifying and coordinating all events that fall under this group with the advice and consent of the General Membership. This committee shall be dedicated to organizing events to promote school spirit, welcoming new families to our community, and ensuring that the teachers know how appreciated they are. The following are the additional committees of the Peck Place PTO that shall fall under the Hospitality Committee:

- Welcome Back Picnic
- Beautification - Butterfly Garden/ Nature Center
- Field Day
- Teacher Appreciation Week
- Sportswear

School Support: The School Support Chair shall coordinate and assist with the following committees that shall be focused on providing essential support for school services as we are able to and for establishing a good communication system between the PTO and each classroom through the Room Parents with the advice and consent of the General Membership. The following are additional committees of the Peck Place PTO that shall fall under the School Support Committee:

Room Parent Coordinator
Library Volunteers
Junior Achievement
Publishing Center
Reading Rocks
One Call

Membership:

The Membership Chair shall be responsible for ensuring that the following two Committees keep an accurate list of members and, during election time, confirm that each person who registers to vote is a member in good standing and shall report directly to the Parliamentarian. This additional committee is also responsible for producing the School Directory each year.

Membership
School Directory

Communications The Committee Chair shall be responsible for ensuring that a consistent level of professional communications between the PTO and the school are maintained. The following are additional committees of the Peck Place PTO that shall fall under the Communications Committee:

Publicity
Yearbook
Adopt-a-Reader

Arts and Enrichment: The Arts and Enrichment Chair shall be responsible for working with the following committees to promote the arts and cultural events within our school with the advice and consent of our General Membership. The following are additional committees of the Peck Place PTO that shall fall under the Arts and Enrichment Committee:

Art Goes to School
Art Gallery
Cultural Arts

Family Events: The Family Event Chair shall be responsible for coordinating family events that have been established over the years as Peck Place traditions and incorporating new traditions into our school events calendar with the advice and consent of the General Membership. The following are additional committees of the Peck Place PTO that shall fall under the Family Events Committee:

Father/Daughter Dance
Mother/Son Bowling Night
Talent Show
Pecktoberbest
5-kRace

Nominating: The Nominating Committee shall consist of a total of five members of the PTO identified and approved by the membership as a slate during the February general membership meeting and shall include the Parliamentarian and the Membership Chair. The current President shall not serve as a member of the Nominating Committee.

Auditing: The Auditing Committee shall consist of the members of the executive board and two at-large members appointed by the principal.

5. Executive Board Responsibilities

In addition to being a member of the Budget Committee, each member of the executive board is responsible for, generally, the following:

The president shall:

- A. Preside at all meetings of the PTO and of the executive committee at which he/she may be present.
- B. Perform such other duties as may be prescribed in these bylaws or assigned to her by the PTO or by the executive committee.
- C. Be a member ex officio of all committees except the nominating committee.
- D. Coordinate the work of the officers and committees of the PTO in order that the Objects may be promoted as standing committee chair.
- E. Be a member of the Budget Committee.
- F. Create and cause to be published an agenda for each of the meetings.
- G. Generate a calendar of events for the following school year during June of his/her term prior to the installment of the new officers. Work with the incoming president to ensure that the calendar is on file with the Board of Education.

The vice-president shall:

- A. Act as aid to the president(s) and work in cooperation with the president(s) to oversee the standing committees.
- B. Perform the duties of the president(s) in the absence or disability of the officer(s) to act.
- C. Be a member of the budget committee
- D. Review and report to the PTO membership correspondence received.
- E. Act as the liaison between the Standing Committee Chairs and the PTO Executive Board and ensure that each Chair has information necessary to comply with the PTO Bylaws and Standing Rules.

The recording secretary shall:

- A. Record the minutes of all meetings of the association.
- B. Prepare and publish minutes of each meeting and maintain records of all votes.
- C. Perform other delegated duties as assigned.

The treasurer shall:

- A. Have custody of all the funds of the association and deposit the same into such banks or depositories under such terms and conditions as may be determined by the executive board.
- B. Keep a full and accurate account of receipts and expenditures.
- C. Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association.
- D. Present a financial statement at every meeting of the association and at other times when requested by the executive board.
- E. Make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting).
- F. Be responsible for the maintenance of such books of account and records as conform to the requirements of these bylaws.
- G. At the end of the fiscal year, or upon change in the treasurer's office, submit the following for audit: (1) all bookkeeping records; (2) records of accounts, and (3) a financial statement summarizing all activity. The audit should be completed at least two weeks before the meeting at which new officers assume duties. The audit should be performed by an auditor or auditing committee of not fewer than three members, appointed by the Executive Board, who, upon completion of the audit, satisfied that the Treasurer's work is correct, shall sign a statement of that fact.
- H. Perform other delegated duties as assigned.

The parliamentarian shall:

- A. Maintain current bylaws, a copy of Robert's Rules of Order, and membership lists and update them as necessary.
- B. Review bylaws as often as needed or every 5 years.
- C. Be familiar with bylaws and interpret bylaws as necessary.
- D. Perform other delegated duties as assigned.

The board of education delegate shall:

- A. Attend Board of Education meetings as scheduled.
- B. Represent PTO.
- C. Present a report at PTO meetings.
- D. Maintain minutes of Board of Education meetings in PTO notebook.
- E. Maintain a presence in the community and by and between the various governmental entities.

The Correspondence Secretary shall:

- A. Handle all sunshine responsibilities including maintaining all the year's correspondence and PTO communications
- B. Serve as back up for the recording secretary

The Assistant treasurer shall:

- A. Support the treasurer and act as a surrogate.
- B. Accept/deposit and withdraw funds as directed

6.Voting By the Executive Board via Electronic Mail Message

Any member of the Executive Board may request that the President of the PTO submit a question to the Executive Board for vote via electronic email. Any and all questions and the results of the vote shall be reported to the Executive Board by the recording secretary who, in turn, shall report the results to the Membership.

7.Voting By the General Membership

All general membership votes shall take place during the monthly membership meetings. There shall be no proxy votes allowed for any reason whatsoever.

8. Committee Chairs

The Executive Board will endeavor to fill each Committee spot prior to August 1 based, first upon interest expressed by the general membership and, second, by contacting individual members directly when necessary. On or before September 15 of the school year, members of each committee shall meet to identify the Chair of their respective committees. On or before September 15, the Chairperson of each additional committee shall meet and identify and/or elect by simple majority vote the individual who will serve as the Standing Committee Chair.

It shall be the responsibility of the Executive Board to organize a meeting of the Six Standing Committee Chairs on or before September 20 of the school year to discuss their responsibilities and the procedures of the PTO that are in place and should be followed

Each Chair of each Standing and/or Additional Committee shall do the following:

- A. Communicate with each member volunteer of the respective committee in a collaborative manner to ensure that all members of the committee are included in the project and/or event;
- B. Work within the approved budget;
- C. Provide each member of the committee with the PTO tax-identification number so that sales tax may be waived;
- D. Work with the PTO Executive Board to have all event advertising and flyers approved in a timely manner
- E. Encourage committee members to be frugal with PTO dollars.
Example: The PTO has a coffee urn that is easily accessible however, most events have a significant amount of expenses for the Box-o-Joe. Over the course of a school year, this would represent an annual savings of at least \$200; and
- F. Review and complete the Post-Event Wrap Up Report within two weeks of the event.

9. Additional Committees

The following are the additional committees currently in place:

Book Fairs- Spring and Fall	Membership School Directory
Box Tops	Communications/Outreach Publicity
Golf Tournament	One Call Yearbook Adopt-a-Reader
School Pictures	Art Goes to School
Shop for Education Sportswear	Art Gallery
Room Parent Coordinator	Cultural Arts
Library Volunteers	Father/Daughter Dance
Junior Achievement	Mother/Son Bowling Night
Publishing Center	Talent Show
Reading Rocks	Pecktoberfest
Welcome Back Picnic	Peck Place 5-k Rac
Beautification - Butterfly Garden/	
Nature Center Field Day	
Teacher Appreciation Week	