

Prairie Star Middle School PTO Standing Rules

1. The annual membership dues shall be \$35 per family and will be non-refundable after September 30th. Dues will not be pro-rated.
2. The standing rules shall be reviewed at the first meeting of the executive board. Amendments shall be made and approved by a simple majority of the Executive Board throughout the year, as needed.
3. All committee chairpersons will be required to keep a notebook with reports/overview of all activities, annual reports, bylaws, standing rules, responsibilities of members and copies of all correspondences. Annual reports should be prepared within one month of completion of the school year. This report should be prepared with one copy filed in the notebook and one copy given to the VP of that committee.
4. The responsibilities of the board members and standing committee chairpersons shall be summarized so each knows the duties position. A review shall be made periodically for any changes or additions to the responsibilities can be incorporated into the nominating committee's description of positions prior to March.
5. Each chairperson shall report all committee activities to their designate VP.
6. Members of the Executive Board are: President, President-Elect, Past President, VP Ways and Means, VP Activities, VP Operations, Secretary and Treasurer.
7. PTO funds shall be used for programs, events and items that directly benefit the students and staff of the school.
8. All funds raised by the PTO must be documented and submitted to the Treasurer within 7 days of receipt. All funds received by the Treasurer will be deposited into the PTO bank account within 7 days of receipt.
9. Reimbursements for all expenses shall be made only after receipts have been audited, documented and approved by the Treasurer. Requests should be made within 14 days of the incurred expense and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the Treasurer immediately following the purchase.
10. Monetary requests for non-budgeted items may be submitted to the PTO at a scheduled meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote. If the request is time sensitive, an email vote may be taken.
11. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry over amount shall not exceed \$5000. The amount in reserves should be between \$15,000 and \$25,000 unless there is something specific that is being saved for. Maintaining reserves over \$25,000 requires Executive Board approval. Programs or activities that would bring reserves to less than \$15,000 require Executive Board approval.
12. Any committee that would exceed their budget by more than 10% must secure approval for potential overage from the Executive Board before making expenditure.
13. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.
14. At the discretion of the President, an electronic media vote may replace a vote in person at a scheduled meeting. In the case of an electronic vote, the motion will be emailed to PTO members, one vote per household. A reply all response is required within 48 hours. A majority vote will pass.