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**ME & WE PTO STANDING RULES**

1. **General**

All parents/guardians, teachers, administrators, and full-time staff of McAnnulty and Whitehall Elementary Schools are members of this PTO with full voting privileges.

There will be a president, McAnnulty vice president, Whitehall vice president, secretary, treasurer, and volunteer coordinator.

The Executive Board shall consist of the officers, principals, standing committee chairs, special committee chairs, and teacher representatives.

Meetings will be held once a month during the school year. The dates and times will be selected by the officers and presented to the members at the first meeting. Meeting dates/times may be changed if necessary but must be announced to members. Executive Board meetings shall be held in conjunction with the regular meetings of the organization. The president or any three (3) board members, with 24 hours’ notice, may call special Executive Board Meetings.

Members must be in attendance to vote. No telephone votes or votes by proxy are admissible.

1. **Committee Chairmen**

The president will appoint committee chairmen. The president may require a chairman to relinquish their position if they are not fulfilling their duties. Committee chairs should attend PTO meetings when possible and submit committee reports when they are not able to attend.

Committee chairmen shall keep a book/folder and hand it over to the PTO president at the end of their chairmanship. Each committee folder should include a plan of work, goals, activities, contacts, phone numbers, dates, expenses, schedules, copies of flies/letters/memos, articles written for the newsletter, evaluation of work, and recommendations.

All correspondence (fliers’ letters, etc.) should be identified as coming from the PTO (on letterhead when possible) and must be approved by the president and the appropriate principal (s).

No committee chair should represent themselves on behalf of the PTO without approval from the officers.

The term of a committee chair shall be one (1) year. No one may be eligible to serve more than two (2) consecutive terms in the same chairmanship unless a successor cannot be found.

1. **Committee Expenses**

Chairmen must familiarize themselves with their committee budget, whether their committee is an expense or income. All committee work should be carried out with that budget in mind.

Committee bills that are $20.00 or more over the budgeted amount will not be covered without a vote from the members in attendance at the meeting.

Receipts must be provided for reimbursement. In the event of a lost receipt, the treasurer and the other officers will decide if payment should be made.

All money received and receipts for PTO events must be turned over to the treasurer in a timely manner. If the treasurer is not available. The president can handle the transaction.

An advance may be provided to the committee chairman if requested and approved by the president. No advance will be given over the committee budgeted line item amount.

Any material paid for by the ME & WE PTO, which are left over from the PTO event/ committee are property of the ME & WE PTO and should be returned to the PTO room.

1. **Finances**

Checks shall require at least two (2) signatures. Any or all officers may have their signatures on file at the bank. Bank statements will be sent for review to a non-signing party designated by the president and treasurer. No checks will be issued without a receipt. No blank checks will be issued.

The Executive Board must approve all fundraising. The Executive Board must approve all fundraising. The Executive Board shall approve any purchase of equipment that is not covered under the budget.

All financial matters that have not been previously voted on need to be brought to the membership for a vote. This includes the donation of PTO items.

No monetary donations may be made to any other charities.

The treasurer shall present a written, detailed report of income and expense at each monthly meeting. This report shall be on file with the secretary for audit. The treasurer will also have an updated list of committee expenditures at each meeting. If the treasurer is not present, there documents will be given to the president.

The outgoing and incoming ME & WE PTO officers will plan a proposed budget at the end of the school year or over the summer to be presented at the first meeting of the new school year. The final budget will be voted on the first meeting but may be adjusted throughout the year at any meeting with a majority vote of members present.

An audit committee consisting of three (3) non-check signing members shall be elected before the end of the school year to perform an audit of the treasurer’s books at the end of the fiscal year. The audit should be completed before the first meeting of the new school year and the books transferred to the incoming treasurer. The auditors’ report shall be given and approved by vote at the first meeting of the school year. A written audit report will be placed on file with the secretary. The PTO treasurer will complete the tax return and send it to the IRS by November 15th. A copy of the tax return will be placed in the treasurer’s files and a copy will be given to the president.

The ME & WE PTO fiscal year begins on July 1 and ends on June 30.

1. **Field Trips**

The ME & WE PTO shall pay field trip admission costs up to $12.00 per students, teacher, student teacher, and classroom aide, pending finances. The PTO shall not pay for anything else associated with field trips but admissions.

The PTO will not pay for field trips that have been scheduled to conflict with major PTO events at either McAnnulty and/or Whitehall (i.e. McMay Day, Wild & Wacky, 5th Grade Pool Party, or Kindergarten Recognition).

Any person wishing to sign up for a field trip must complete at least (4) things from the following list below. This list can be done in ANY combination.

* Volunteer for a daytime activity

***\*This rule was voted into the standing rules on January 6th, 2020 by a majority vote.***

* Work one shift at an evening event
* Participate in a fundraiser
* Chair/Co-chair a committee
* Be a head homeroom parent
* Volunteer at a LEGO club session
* Attend a PTO meeting

1. **ME & WE PTO Committees**

The following committees are standing committees of ME & WE PTO, Audit, Homeroom Parents, Nominating, Staff Appreciation, Ways & Means and Yearbook. All other committees shall be considered special committees.

1. **Amendment**

These Standing Rules may be amended at any meeting, without previous notice, by a majority of members present and voting.

The above standing rules were adopted by way of amending the bylaws at the ME & WE PTO meeting on September 9th, 2020.