

Roosevelt Elementary PTO

Standing Rules

Approval Date: 6-2-2015

In accordance with Article X of the Roosevelt PTO Bylaws, the following rules have been adopted as Standing Rules for the organization by majority vote of the Executive Board (hereafter known as "Board"). These rules are to be kept until such time as it is deemed they ought to be changed, and then only by Board approval.

- 1.** The name of this PTO unit is "Roosevelt Elementary PTO" having been formed April 17th, 2014 by the vote of current PTA members on that day. Meetings are held on location at 106 Monroe Road.
- 2.** The PTO is filed as a nonprofit organization, independent, and in good standing.
- 3.** This PTO serves the students in the Roosevelt school community which includes, but is not limited to, the residences and businesses in the enrollment area and shall collaborate with other interested affiliates to enhance the quality of education.
- 4.** The PTO will not require membership dues. Ability to participate may be subject to adaptation per background check.
- 5.** Concordant reference should be made to the Roosevelt Elementary PTO Bylaws as established for elections, meetings, operations, and duties of officers.
- 6.** The elected officers of this PTO shall be: President, Vice President, Secretary and Treasurer. These make up the PTO Board, as does any Committee Chairs currently appointed by the Board for one school year.
- 7.** Any elected positions may be held jointly by two people as deemed necessary with the exception of the positions of president and treasurer. Each co-position shall be entitled to respectively voice and vote as a member of the PTO Board.
- 8.** General membership meetings shall be held monthly within a school year which includes: to elect Board members, adopt the annual budget and approve the standing rules in the spring. Nominations and self-nominations will be counted and considered and the election of executive officers shall occur no later than June.
- 9.** Approvals for actions must be motioned by current Board members or attending school staff. The motion may be seconded by any member. A quorum for voting purposes consists of 2/3 majority of members present.
- 10.** This PTO shall keep a copy of each of its legal documents with each elected president. The treasurer will be responsible for maintaining financial originals and providing updated copies to officers. The secretary will be responsible for maintaining and distributing the meeting minutes and Standing Rules.
- 11.** The PTO shall conduct a financial review of its books and records at least annually. Officers who are designated to sign checks are not allowed to audit as long as the signing period is being reviewed.
- 12.** All PTO initiated receipts for reimbursement shall be turned into the treasurer as soon as possible or by the last day of the current school year. Reimbursements will not be made after books have been closed.
- 13.** Committees and committee chairs shall be approved by the Board and subject to delegations of the PTO president. Committees shall possibly include, but are not limited to specific events, school traditions, hospitality, library support, arts and enrichment, family support, and auditing.
- 14.** A PTO Facebook group shall be maintained to effectively reinforce school information and offerings.
- 15.** Participation in social media by PTO members and affiliates is subject to being monitored for appropriateness on the Roosevelt Elementary PTO Facebook group or other PTO sponsored platforms.
- 16.** With regards to PTO on Facebook, there shall be no "tagging," open requests for childcare, nor aired grievances that should be addressed with the opportunity of privacy protection and professionalism. Any participant should conduct themselves civilly and positively represent themselves and the PTO.
- 17.** Standing rules and subsequent amendments or changes to these rules must be approved by 2/3 vote. Members must be notified of the meeting date and time at least three days prior.