**HOLIDAY PARK PTO**

**STANDING RULES 2019-2020**

**MEETINGS**

1. There will be nine (9) general meetings of this organization. One in each of the following months: August, September, October, November, January, February, March, April, and May.
   1. Any meetings canceled due to inclement weather may or may not be rescheduled.
   2. Meeting date, time, and place to be determined by the PTO members.
2. The Executive Board shall meet monthly during the school term prior to the general meeting of each month from August to May.
3. A public copy of the By-Laws, and Standing Rules shall be displayed at each general meeting.

**MEMBERSHIP ENROLLMENT**

1. A membership campaign will be conducted at the beginning of each school term. The membership chairperson(s) will coordinate the campaign.
2. Paid PTO membership is required to participate in the PTO sponsored classroom activities and field trips prior to the event.

**FUNDRAISING**

1. The Holiday Park Elementary PTO will sponsor the following fundraising efforts:
   1. Fall/Spring Fundraiser(s) – Fundraisers may profit split 50/50 between students DC trip fundraising accounts and the PTO General Fund. Fundraisers with profit split will be decided upon at the discretion of the Executive Board and Fundraising Chairperson.
   2. Any miscellaneous fundraising as deemed appropriate by the Executive Board for PTO General Fund or the Family Emergency Fund.

**COMMITTEE AND EXECUTIVE BOARD**

1. The Executive Board reserves the right to ask for the resignation of any Committee Chairperson and/or Executive Officer who fails to perform his/her duties satisfactorily. A 2/3 vote of the Executive Board will be required.
2. All members of the Executive Board shall have a current copy of the By-Laws and Standing Rules. At the conclusion of their term, copies shall be passed to new officers and committee chairpersons.
3. The chairperson of each standing or special committee shall present a plan of work to the Executive Board and/or the President for approval. No committee work shall be undertaken without Board approval.

**COMMITTEES**

1. The term of office of each committee chair shall be one (1) year or until the selection of a successor.
2. No chairperson may be eligible to serve more than four (4) consecutive terms in the same chairmanship.
3. Committee chairpersons must keep a procedure booklet with up-to-date information and return it to the PTO files at the end of the school year.
4. A designated Board member shall prepare and tally a volunteer questionnaire, which shall be sent to all families in September. Names will then be distributed to chairpersons.

**FINANCE**

1. The Holiday Park Elementary PTO will maintain a liability policy and a treasurer’s position bond. Selection of policies shall be the responsibility of the Executive Board.
2. The treasurer shall pay the invoices on the policies upon receipt. The treasurer has the right to question and not pay an item. The committee person must then present to the board and members of the PTO an explanation of the funds spent and request payment to be voted on at the general meeting. Treasurer is not to pay any expenses that exceed a budget. Chairpersons must present an explanation to the Executive Board and general PTO in order to receive reimbursement if expenses exceed their budget. Funds must be there in order for Treasure to reimburse additional expense.
3. Checks shall require two (2) signatures.
   1. Signatures will be on file at S&T bank.
   2. Eligible check signers will be the elected officers: President, Vice President(s), Secretary(ies), and Treasurer.
4. Before leaving office, the Treasurer must see that Form 990 or 990EZ has been filed with the Internal Revenue Service (if the organizations’ financial status meets the criteria). Filing deadline is five (5) months and fifteen (15) days following the close of the fiscal year.
5. In the case of returned checks:
   * 1. Personal responsibility and prompt restitution on all fees incurred by the Holiday Park Elementary PTO.
     2. The Holiday Park Elementary PTO has the right to refuse acceptance of checks.
6. Deposits must be made by the Treasure within five (5) business days. Cash verification form must be attached when given to the treasurer.
7. Reimbursements will be made within one (1) week of receipt of request form.

**PRESIDENT**

1. Immediately after election, the newly elected president must notify Plum Council or governing body of the new officers. Include the names, addresses and phone numbers.
2. Immediately after election, the newly elected president must file the list of Corporation Officers with the PA Department of State.

**BY-LAWS AND STANDING RULES**

1. The Holiday Park Elementary PTO By-Laws are to be reviewed and updated every five (5) years. The Secretary shall record the review and approval dates.
2. The Holiday Park Elementary PTO Standing Rules shall be reviewed yearly with changes to be presented for approval at the September general meeting.

NOTE: These standing rules become effective immediately upon adoption by a majority vote of the members present at the general meeting where they are presented. They may not be in conflict. These standing rules may be rescinded or amended by a majority vote of the members present at a general meeting, if notice is given of the pending vote. If no notice is given to the mercy, a two-thirds (2/3) vote will be required.

ADOPTED BY EXECUTIVE BOARD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADOPTED BY MEMBERSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_