

PTO Standing Rules – Revised April 7, 2009
Central Elementary School PTO
District 96, Riverside, Illinois

- I. **Membership**
All Central Elementary School teachers, staff and parents of children attending Central School are automatically part of the Central School Parent Teacher Organization (PTO) general membership. No dues shall be charged for the privilege of being a member, although fees may be charged for items such as the District 96 School Calendar, Central School Student Directory or the Roadrunner Yearbook to cover the costs of producing those items.

- II. **Standing Committees**
The following are created as Standing Committees:

Birthday Boards, Book Fair, Brick Paver Program, Central 100% Fund, Cultural Arts - Artist in Residence, Cultural Arts - Classroom & Field Trips, Family Nights, 5th Grade Activities, Flying Carpet Club (Jr. Great Books), Garden Gurus, Grants, Halloween Program, District Halloween Activity, Hike/Bike to School, Ice Cream Social, Ice Skating Party, Innisbrook Wrap and Gift Fundraiser, Kids Art Fundraiser, Kids Care, Kindergarten Tea and Picnic, Library, Little Symphony, Living Classroom, PE Helpers, Preschool Screening, Programs, PR Media, PR Communications, PTO Webmaster, Read to Succeed, Recycling, Roadrunner Express Yearbook, Roller Skating Party, School Calendar, School Supplies, Science in a Can, Soup Label/Box Top Collection, Spirit Wear, Student Directory, Talent Show, Teacher Appreciation Luncheon, Teacher Appreciation Week, Turn off the TV Week

Standing committees are subject to change based on volunteer support.

- III. **Chairperson Accounting Procedures**
- A. A chairperson must keep accurate records of all monies received, tickets sold, and items purchased.
 - B. No money will be paid out or reimbursed by the chairperson out of cash received.
 - C. Whenever possible checks should be made out to vendors rather than as a reimbursement to a PTO member.
 - D. Cash and checks received should be turned in to the Treasurer within one week of the conclusion of the event or fundraiser.
 - E. Requests for reimbursements must be submitted to the Treasurer and be accompanied by original receipts.

IV. Authority and Autonomy of Committees

Chair and committee make all final decisions regarding the operation of and any expenditures or gratuities involving their project, once the PTO Executive Committee approves their plan. Chair and committee are responsible for adhering to the budget as approved by the general membership.

V. Committee Job Descriptions

Each Committee Chair and officer should write, or revise an already existing, job description. The job description should include sufficiently detailed information to allow a new chairman to successfully carry out their duties. The job description should be sent to the Webmaster to be posted on the website. A paper folder should also be turned in to the President at the conclusion of the chairman's term or at the conclusion of an event. Job descriptions should be revised annually.

V. Calendar

Only PTO-sponsored or district-wide activities are to be listed on the school calendar.

VI. Retirement, Illness, Bereavement, Class Stipends

A. Faculty

1. Definition – Faculty is defined as the Principal, regular classroom teachers, and special class teachers (Art, Music, Gym, as well as Quest, Librarian, and Resource Teachers assigned to Central School on at least a ½ time basis).
2. Faculty Stipend - An annual classroom stipend may be given, if budgeted and approved by the general membership. Although the amount is to be determined by the Budget Committee annually, in the 2008-2009 budget, \$100 per teacher was allocated and distributed in the fall soon after the budget was approved. Teachers will be requested to provide receipts showing how the stipend was used, to comply with tax regulations governing 501(c)3 corporations. The stipend is not to be considered a gift.
3. Faculty Retirement - On retirement of a faculty member, a memorial donation of \$100 may be made in

that person's honor for an item for Central School (library books, science or computer equipment, a cultural arts item, an item of landscaping, etc)

4. Illness, birth, marriage, hospitalization, and death of a family member – The PTO 3rd VP of Member Services will send appropriate cards.

B. Staff

1. Definition - Staff is defined as any Central School Employee who is not faculty.
2. Retirement - On retirement of a staff member, a memorial donation of \$50 may be made in that person's honor for an item for Central School (library books, science or computer equipment, a cultural arts item, an item of landscaping, etc)
3. Illness, birth, marriage, hospitalization, and death of a family member – The PTO 3rd VP of Member Services will send appropriate cards.

C, Central Students or Parents of Students-A gift or memorial upon the death of, or for a seriously or terminally ill Central student, or a memorial upon the death of a Central parent, will be determined as the need arises.

VI. PTO Supplies

All PTO supplies are to be stored at Central School in a place designated by the Principal. Items owned by PTO, such as tablecloths, may be loaned to other organizations at the discretion of the PTO president.

VII. Child-Care

Child-care will be provided for the daytime general meetings, Halloween play, teacher/staff appreciation luncheon and as deemed necessary by the Executive Committee. The child-care provider will be reimbursed from PTO funds based on a fair rate of pay established by the PTO President & Treasurer.

VIII. Adoption and Amendment

These Standing Rules may be adopted, amended, or repealed at any meeting of the Executive Committee by a 2/3 vote of those present.