

Emerson PTO Standing Rules

1. All officers and chairpersons shall:

- A. Be familiar with the Emerson PTO mission statement and Bylaws.
- B. Train their successors in a timely manner.
- C. Prepare and maintain a detailed procedure book.
- D. Submit an annual report at the May meeting with a copy for both their procedure book and the President's book.
- E. Attend all General and Executive Board meetings. Consistent absence from meetings without sufficient cause will result in dismissal from office.
- F. Present an action plan for approval by the General Board before undertaking any project.
- G. Stay within budget. Budget increases \$25 and under must be approved by the President and Treasurer prior to expenditure to ensure reimbursement. Increases over \$25 must be voted on at a General Meeting.

2. The Emerson PTO shall:

- A. Maintain a minimum of \$1,000.00 in the Emerson PTO general fund at the close of each fiscal year.
- B. Maintain full accountability of all funds. Deposit all income immediately with the Treasurer or other designated fiscal officer.
- C. Collect dues annually at a rate of \$5.00 for each adult member.
- D. Send a representative to monthly Lakewood School Board meetings.
- E. Have the option to recognize one educator from Emerson annually. Other recognitions may be awarded with a 2/3 majority vote of members present and voting.
- F. Sponsor one staff appreciation celebration annually.
- G. Maintain a fund separate from the general fund for fundraising efforts of the 4/5th grade Mohican Trip.
- H. Maintain a fund separate from the general fund to support future school board bond issues and levies. A deposit of 2% of net income (fund raising revenue less associated expenses) will be deposited at the close of each fiscal year. All future contributions to such issues are subject to a 2/3 majority vote of members present and voting, prior to disbursement.
- I. Maintain no fewer than the following standing committees:
 - Membership
 - Student Recognition
 - Pumpkin Patch
 - Red Stocking
 - Room Parent Coordinator
 - Chalk Talk
 - Staff Appreciation and Educator Recognition
 - Social
 - Book Fair
 - Birthday Book Club

- J. Have the option to donate \$100.00 annually to the Lakewood High School Scholarship Fund through LHS Alumni.
- K. Limit gifts to individual teachers to retirement gifts only, as stated in the “Professional Policy Booklet of the Lakewood Schools.” This policy does not interfere with the Sunshine Fund and flower distribution.
- L. Approve all loaning of Taft PTO/Emerson PTO purchased equipment by 2/3 majority vote of members present and voting.

3. The Executive Board:

- A. Plans the reception for the new board of officers. Present appropriate recognition to the President, not to exceed the budget.
- B. Makes decisions regarding allocation of funds to be used by the school.

4. Standing Rules:

- A. May be adopted, amended or rescinded at any business meeting without prior notice by a 2/3 majority vote of members present and voting or by a majority vote with prior notice.