**Black Lake Elementary PTO**

 **2018-2019 Standing Rules**

1. The name of this PTO local unit is Black Lake PTO. It’s mission is to serve the students of Black Lake Elementary and its community, which includes the residences and businesses in the Black Lake Elementary enrollment area.
2. The elected officers of this PTO, which make up the executive board, shall be the President, Vice President, Treasurer, and Secretary. Each of these officers will be elected for one fiscal year and until their successors are elected. No elected officer shall hold the position elected to for more than two years.
3. The board of directors for this PTO shall consist of the executive board and the following chairpersons and representatives: fundraising chair, passive fundraising chair, K-2nd grade parent representative, and 3rd – 5th grade parent representative. All non-elected board positions shall be appointed by the President with approval from the executive board members. Each board of directors position shall be held for one fiscal year.
4. Without discrimination, membership to this PTO shall be open to anyone who supports the goals and mission of this PTO.
5. Adoption of the annual budget, approval of standing rules, approval of operation procedures, as well as nomination and electing of executive board members shall be done at general membership meetings. General membership meetings will be held monthly with the exception of December, July, and August.
6. The executive board of this PTO will meet monthly with the exception of December, July, and August.
7. This PTO shall approve its annual operating budget before August 1st of each year. The executive board has authority to reallocate any funds budgeted for one purpose to another purpose by a majority vote prior to the approval of the annual budget.
8. This PTO shall keep a copy of all legal documents with a member of the executive board.
9. This PTO shall conduct a financial review of its books and records twice per fiscal year. Check signers can not serve on the financial review committee when the books are being examined for the period in which they were signers.
10. The signature of three elected officers shall be on the authorization signature card for the bank account of the PTO with two signatures other then the payee being required on each check. Additionally, an executive board member who is a non-signer must open, review and sign the bank statement on a monthly basis. The bank statement will then be given to the Treasurer.
11. All receipts for reimbursement shall be submitted within 60 days of an event or by the last day of school which ever is first. Reimbursements will not be given after the financial books have been closed for the year.
12. Should this PTO receive a no sufficient funds (NSF) check, a $10 service fee can be charged in addition to any bank penalties this PTO may incur. If NSF fees are not paid by June 1st of the current year, this PTO will not accept any checks from the individual or business.
13. The Executive Board may authorize budget reallocations without the approval of the general PTO membership, with a majority vote.
14. Any purchases that are not already a line item in the approved budget need to be approved by the executive board prior to purchasing or a reimbursement will not be given, no exceptions.