

## GENERAL PTO OPERATING PROCEDURES

1. The budget must be drawn up before the 1<sup>st</sup> meeting in September. We have found it helpful to schedule a budget meeting with the officers in June or July, and a general PTO board review of that proposed budget in August. A vote from the general membership on the proposed budget is done at a General Meeting at Back-to-School Night.
2. All items \$25.00 or less do not require an executive vote. When someone spends their own money on a reimbursable expense, they must produce a receipt marking what the expenditure was for and to which line item it should be charged, before the close of the fiscal year.
3. Committee reports should encompass those normal activities within a committee. Any other information or new proposal should be shared under “New Business.”
4. Must have a majority of the Executive Board present to vote on spending money not provided for in the budget. If necessary, a majority of the officers can serve as adequate when a decision on an expenditure is needed between regularly scheduled PTO meetings.
5. Send flowers to teachers/staff when a member of their immediate family dies, or for a birth. Max of \$35.00.
6. President may introduce proposals only — may not make a motion.
  - a. If a motion is made to carry the proposal, it must be seconded;
  - b. All in favor — vote, all opposed — vote; if not opposed, motion is carried.
7. Committees have 1 vote each.
8. Anyone who wishes to present to the group at a meeting should request time on the agenda **prior** to the meeting, so that a determination can be made if the time is appropriate. President should ask other officers for their input.
9. ALL money transactions should be emailed as documentation to the treasurer, copying the Executive Officers. If email is not possible, a handwritten note should be placed in the officers’ mailboxes.
10. Keep current all information contained in the PTO binders in the school foyer. They contain copies of the By-Laws, Executive Board list, The BEN, and Monthly Meeting Notes.

July, 2004