



Standing Rules

Patriot Oaks Academy PTO

2014-2015 School Year

Membership

- [Payment is due in full at time of enrollment.
- [PTO members must be in good standing and sign-in.

Meetings:

- [General POA PTO Meetings will be held in the months of September, November, January, March (Nominations), April (Election of new Officers) and May (Installation of new PTO Board).
- [The minutes from each general PTO meeting will be posted within 2 weeks on the PTO website and the PTO binder.
- [Executive Board Meetings will be held on the second Tuesday of the month (as needed).
- [Notify the Recording Secretary, in writing, of business to be discussed at least 8 days prior to the next meeting. If brought up at the meeting, the president will decide (based on availability) if said business will be discussed at that meeting.

Financial Guidelines:

- [The organization shall leave a minimum dollar amount in the treasury at the end of each fiscal year per budget.
- [Reimbursement requests must be made within 30 days of the expenditure and within budgeted amounts, otherwise the request may be denied.
- [Receipts and proper request form must be included.
- [Any PTO member accepting check payment is to encourage payee to include student's name/teacher on memo line if possible.
- [Anytime PTO cash is handled, two (2) members must be present.
- [Cash box must be closed out (using Patriot Oaks Academy PTO Cash Deposit form) promptly at the end of each day that it is used (including events that last multiple days.)

- [Collections: Returned checks will prompt an invoice from Treasurer in order to collect outstanding amount due and any additional returned check fees.
- [If more than one check is returned from the same party, they will be required to make future payments by PayPal, certified check, or money order.

**Reimbursement and Cash Deposit Forms can be found on the PTO website at: <http://www.patriotoakspto.org/DepositForm> and <http://www.patriotoakspto.org/Reimbursement>

Correspondence Guidelines:

- [Each committee chair is responsible for their own composition of articles they would like to see published in local media. For example, Teacher Appreciation would handle their own composition of an article and then submit to the Corresponding Secretary. This would be true for each committee. Committees should follow the PTO's Public Relation Composition Guidelines for an article.
- [Thank you notes prepared by the corresponding secretary will be done so on a global level on behalf of the PTO with approval of the board. Individual board members and/or committee chairs thank yous will be handled on their own. For example, Teacher Appreciation would handle their own thank yous; the Business Partners will handle their own thank yous; etc.
- [Patriot Oaks Academy PTO thank you notes are to be stored in the PTO office and are always available to Board members. Additionally, these notes are available for committee chairs upon request from their PTO Board sponsor.

Public Relation Composition Guidelines:

- [Each story/article must be given to the Corresponding Secretary by the **10th of the month.**
- [Story detail should be substantial. Please do not provide dates and names of kids at an event and think the story will be published. News media outlets are looking for detailed stories and photos.
- [There is no guarantee that an article will be published by a media source.
- [If including photographs, consent must be obtained from any person in the photograph. If said person is a minor, written consent must be given by the parent or guardian.

Newsletter:

- [Information, articles, and photos for the PTO Newsletter need to be submitted via email to the Newsletter Committee Chair by the **10th of each month.**

Key Communication:

- [Committee chairs should email Key Communicator by Tuesday of a particular week they have an update for the KC email blast.
- [Information must be time sensitive to that week or it will be redirected to the newsletter chairperson.
- [Information should be in bullet format each week .

Facebook Guidelines:

- [It is the policy of the PTO Board that information posted on the school's PTO Facebook page not be used without permission. However, posts are welcomed to be shared on other pages. In this case, users should click the "Share" button under the post.
- [Anyone who would like an update to be posted on our PTO Facebook page, should submit the information to the appropriate PTO Board Member. If the Board Member finds the information acceptable for posting, he/she will submit to the Facebook admin.

Business Partner:

- [Please consult with Business Partner Coordinator prior to contacting any current business partners for donation of goods or services.

PTO Office Procedures:

- [Keep office neat and clean, return office to original condition.
- [Request space for storage from Recording Secretary if needed.
- [Follow posted copy procedures.