

# **Standing Rules**

Hauser Parent Teacher Organization  
Riverside, Illinois

## **I. Membership**

All L.J. Hauser Junior High School teachers, staff and parents/guardians of children attending L.J. Hauser Junior High are automatically part of the Hauser Parent Teacher Organization (PTO) general membership.

## **II. Standing Committees**

The following are created as Standing Committees:

Arts and Enrichment, Book Fair, Box Tops for Education, Calendar/Directory, Hospitality, Eighth Grade Graduation, Family Dinner, Fundraiser and Raffle, Food Drive, Honor Roll Recognition, ~~Magazine Drive~~, Publicity, Spirit Wear, Teacher Appreciation/Meals, and Teacher Support Team, Webmaster, and ~~Magazine Drive~~.

Standing committees are subject to change based on volunteer support.

## **III. Committee Procedures:**

The following are Committee Procedures:

Committee Volunteer List: The Committee Volunteer List includes the names and contact information of those who volunteered to be on each committee. If, after contacting them, more volunteers are needed, the Chairperson should recruit additional committee members, or contact a member of the Executive Board to help gather more volunteers.

Event Evaluation Planning Form: At the conclusion of an event, the Committee Chairperson should complete an evaluation form (provided in the committee folder), as soon as possible. After updating the folder with new information, it should be returned to the President before the end of the school year.

### Financial:

- A Chairperson must keep accurate records of all monies received, tickets sold, and items purchased.

- When making purchases for a program or event, chairpersons should use a current Sales Tax Exemption letter (provided in the committee folder).
- No money should be paid out by or reimbursed by the Chairperson from cash received. Instead, whenever possible, checks should be made out to vendors, rather than as a reimbursement to PTO members.
- Requests for reimbursement must include original receipts and be accompanied by a “Check Request/Expense Reimbursement” form, located on the PTO website. Requests should be submitted to the Treasurer within 14 days of receipt of the expense.
- Cash and checks received from fundraisers or events should be turned in to the Treasurer within one week of the conclusion of the event or fundraiser. All deposits must be accompanied by a “Deposit Slip”, located on the PTO website. A detailed electronic spreadsheet listing all receipts with name, check number, and cash or check amount, with electronically tabulated totals, should accompany the deposit.

Publicity: Chairpersons who are interested in obtaining publicity for their event should contact the Communications Vice-President.

#### **IV. Authority and Autonomy of Committees**

The Chairperson and committee make all final decisions regarding the operation of any expenditures or gratuities involving their project, once the PTO Executive Board approves their plan. The chairperson and committee are responsible for adhering to the budget as approved by the general membership. If an event or program requires more money than budgeted, the chairperson should contact the PTO President as soon as possible.

#### **V. Officer/Board Member and Committee Job Descriptions**

Every Officer/Board Member and Committee Chair shall have a job description. Each Officer/Board Member and Committee Chair should review annually and revise as needed their job description. The job description should include sufficiently detailed information to allow a new chair to successfully carry out his or her duties. The job description should be posted on the website. A paper folder should also be turned in to the Vice President of Member Services at the conclusion of the chairman’s term or at the conclusion of an event.

## **VI. Calendar and Student Directory**

Only PTO-sponsored or district-wide activities are to be listed on the school calendar. Hauser PTO may charge fees for items such as the District 96 School Calendar and the Hauser Student Directory to cover the costs of producing said items. The members of Hauser PTO Executive Board shall determine the amount of the fees.

## **VII. Cards and Donations**

- A. Staff is defined as Hauser employees currently assigned to Hauser on at least a 1/2 time basis.
- B. The PTO Secretary may send appropriate cards and/or donations to staff, students and their families, as the need arises.

## **VIII. PTO Supplies**

All PTO supplies are to be stored at Hauser 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.

## **IX. Adoption and Amendment**

These Standing Rules may be adopted, amended, or repealed by a majority vote at any official general membership meeting without previous notice, provided that it does not conflict with or amend an existing rule and a Quorum is present.

## **X. Authority**

To the extent that any provision in the Standing Rules conflicts with the Bylaws, the Bylaws shall supersede the Standing Rules.