

# **Stony Lane Elementary PTO**

## **Standing Rules**

### **2014-2015**

- Rule 1.** The name of this organization is Stony Lane PTO. This PTO was approved for federal tax-exempt status under Section 501(c)3 in May of 2012 and was issued the following tax ID number 05-0497297 from the IRS. The PTO also qualified for tax-exempt status, was granted a Certificate of Exemption from the State of Rhode Island in August 2012 and was issued the number 11508.
- Rule 2.** General PTO meetings will be held at least five times during the school year. The PTO Executive Board will meet monthly during the fiscal year. Special meetings may be called by the Executive Board as needed with two days prior notice given.
- Rule 3.** A quorum for General PTO Meetings is five as stipulated in the SLE PTO By-Laws. A quorum for Executive Board Meetings is four and at least one President or Vice-President must be present.
- Rule 4.** Agenda items for General PTO Meetings must be submitted to the Secretary no later than two days prior to the scheduled meeting. Items submitted later than this will be considered on an emergency basis only and subject to postponement to the next General PTO Meeting.
- Rule 5.** The PTO membership shall approve the annual operating budget at the first General PTO Meeting of the school year. This meeting shall be held no more than 30 days after the beginning of the school year.
- Rule 6.** Expenses under \$100 do not require a vote of the General Membership. Requests for non-budgeted items over \$100 should be submitted two weeks prior to the PTO General Meeting for voting.
- Rule 7.** All monies received shall be counted and verified by two PTO members. The monies must be given to the Treasurer within 72 hours, accompanied by a signed report (by the two PTO members) specifying the total amount collected.
- Rule 9.** The PTO shall have a debit card for its bank account. The debit card can only be used by the PTO Executive Board Members that are listed on the account. The person using it needs to get approval from the Treasurer 24

hours in advance of use. Receipts must be given to the Treasurer for account reconciliation.

- Rule 10.** The PTO shall provide a Field Trip Fund to cover field trip busing and fuel costs for a total of two (2) field trips per grade in the amount of \$3000 annually. These monies will be paid directly to the busing companies and/or the North Kingstown School Dept. Any other requests for funds may be presented by the Principal and will be voted on at a General Meeting. The PTO will not cover parent/chaperone costs for field trips.
- Rule 11.** The PTO shall grant the Vincent Gallucci Scholarship in the amount of \$1000 to a graduating high school student who attended Stony Lane for a minimum of two years and has been accepted to an accredited institution of higher learning. The student does NOT have to be a graduate of North Kingstown High School. The PTO must plan the scholarship into the budget each year. The winner of the scholarship will be determined by a committee of Stony Lane Elementary teachers selected by the Principal. The PTO will continue to grant this scholarship annually.
- Rule 12.** The PTO shall provide a Teacher's Classroom Fund, in the amount of \$100 per classroom (including Art, Library, Music & PE) and \$50 for all remaining specialist departments. Receipts are required for expenditures from this account.
- Rule 13.** The PTO shall host Scholastic Book Fairs twice per school year. Profits from these book fairs must first fulfill the PTO's budget requirements. Any remaining profits will be split 50/50 between the library and the classrooms. Scholastic vouchers will be granted to the library.
- Rule 14.** The PTO shall request teachers to provide a Room Representative to act as liaison between the PTO and parents.
- Rule 15.** The PTO shall purchase gifts for staff members for the following occasions:
- Weddings/Baby showers: The gift shall not exceed \$25.
  - Loss of immediate family member: The gift shall not exceed \$50.
  - Teacher awards/special recognition: The gift shall not exceed \$50.
  - Hospital Stays/Surgery/Long-term Illness: The gift shall not exceed \$25.

- Retirements: Retirement gifts for teachers, staff and administrators shall be determined based on the number of years of service at Stony Lane Elementary and at the discretions of the Executive Board.

**Rule 16.** Deaths of immediate family members of a student: The gift/donation shall not exceed \$50.

**Rule 17.** The PTO shall hold a Liability Insurance Policy for coverage of events not covered by school insurance. Renewal of the policy is the responsibility of the Treasurer.

**Rule 18.** The PTO shall provide a 5<sup>th</sup> Grade Farewell celebration each year, not to exceed \$1000. The PTO will not provide additional gifts to the 5<sup>th</sup> grade students. No additional fundraising is permitted for this event.

**Rule 19.** The PTO will provide a staff lunch for the Teachers' first day, not to exceed \$250. The PTO will also provide a token of appreciation for Administrative Professional Day, not to exceed \$50. These funds shall come out of the Teacher Appreciation budget.

**Rule 20.** PTO equipment (i.e. popcorn machine, photo printer, etc.) are solely for use by the PTO and shall not be loaned out to other groups.

**Rule 21.** The PTO will sponsor Cultural Arts assemblies throughout the year. The Cultural Arts chairperson will seek input from the Principal and Staff.

**Rule 22.** Event Committee Chairs are asked to attend the board meeting one month prior to their event or provided detailed updates to the PTO board. It is also requested that the Chairperson attend that month's General Meeting to provide an event summary. Committee Chairs must adhere to the budget provided by the PTO. All Committee Chairs are required to fill out the Chairperson Report form upon completion of their duties. This report will be provided by the PTO Secretary.

**Rule 23.** Event Committee Chairs must submit any flyers, notices or advertisements to the office for Principal's approval at least two weeks before distributing to families. A hardcopy should be left with the head clerk.

- Rule 24.** Event Chairs must submit Building Use forms to the office two weeks before the scheduled event. Failure to do so could result in cancellation of the event. This includes before and after school programs, family fun events and meetings.
- Rule 25.** PTO Presidents will meet monthly with the Principal prior to the General Meeting. Discussion should include agenda items, questions from the Board, budget or scholarship requests and event planning updates.
- Rule 26.** The PTO will provide financial aid for students who have financial hardship on a case by case basis and as the budget allows, not to exceed \$500 in one school year. Requests will come from the Principal and will remain anonymous.
- Rule 27.** Request for donations to charity: The donation should not exceed \$50. The PTO has the right to refuse such requests.
- Rule 28.** The PTO will ensure that all volunteers for PTO-sponsored events have a BCI clearance on file, as mandated by the State of Rhode Island. Volunteers will be turned away if not cleared at least one week prior to an event. The PTO's point of contact will be the LINKS Director who maintains the current file.
- Rule 29.** The Stony Lane PTO "Fairy" will be a Member-at-Large Board member. S/he will assist new families in their transition to Stony Lane and be responsible for all new family questions.