
Standing Rules for the
HERON HEIGHTS ELEMENTARY PTO, INC.
2022-2023 School Year

The name of this unit shall be The Standing Rules for the Heron Heights Elementary PTO, INC. and shall be affiliated with the National PTO and the HHE PTO and as such is governed by the Heron Heights Elementary PTO, INC. Bylaws & Roberts Rules of Order.

The unit's FEI/EIN number is 47-4567225.

The annual membership dues are \$20.00 per family.

The unit's fiscal year shall run from July 1st to June 30th.

Quorum from each general meeting shall be the majority.

General meetings of this association shall be held during the school year on a monthly basis. Executive board meetings of this association shall generally meet 1-2 times a month, one being prior to the general meeting.

The officers of this association shall be: President, Vice Presidents, Directors, Recording Secretary, Parliamentarian, Historian and Treasurer. Nominations for the following school year need to be in writing and submitted to the current President one week prior to the April General PTO meeting where elections will be held. Officers shall assume their duties on or before July 1st.

To vote in an election, you must be within good standing of the PTO for 1 calendar month prior to the day of election.

Two (2) signatures are required on all PTO checks.

Anytime PTO money (cash) is counted, two (2) members must be present with one being a board member.

All expenditures over \$100.00 that are not budgeted need to first be approved by a majority vote from the executive board.

All PTO items are property of the HHE PTO, INC., including emails, tools and merchandise which are not to be donated nor taken without written approval from the HHE PTO board.

PTO emails are not to be used for private use. All communications on behalf of the PTO need to be respectful and professional within normal business hours. Normal business hours means the hours from 8:00 a.m. to 6:00 p.m. on business days.

For meetings, items that you'd like to discuss are to be sent to the PTO President in writing within 2 business days of an upcoming meeting for the agenda. If brought up at the meeting, the President will decide (based on availability) if said business will be discussed at said meeting.

The minutes from each PTO meeting shall be posted within 2 weeks on the HHE PTO's website and filed accordingly.

The order of business for the meetings of this association shall be:

Call to Order
President's Report & Announcements
Treasurer's Report
VP Reports
Director Reports
Secretary Report(s)
Committee Report(s)
Principal's Report
Q & A
Adjournment

These standing rules shall be read at the first general meeting of the school year, by the Recording Secretary and will be read by request at any meeting. They may be amended or rescinded by a majority vote at any general meeting.