

**Lincoln Academy
PTO
Standing Rules**

Revised
November 2000
September 2005
January 2008
January 2009
March 2010

I. Meeting Time and Place

The regular meetings of the Lincoln Academy Parent-Teacher Organization (herein referred to as LAPTO) shall convene at 6:30p.m. The location shall be announced in the *PTO News* before each meeting.

II. Announcements

The LAPTO Board shall prepare an announcement to be published within a *PTO News* prior to each regular meeting. The announcement shall include the date, time, and location of the upcoming meeting and either the agenda for the meeting or informal notice of items to be discussed.

III. Annual Fee for Membership

The annual per-family fee for membership in the LAPTO shall be \$10.00.

IV. Amendments to Bylaws

- A. A new set of bylaws shall be issued any time an amendment is made. The new set shall be printed on a different color of paper from the previous set, and shall bear the date of the revision on the title page. Members shall be asked to destroy all previous versions.
- B. Changes to the *Lincoln Academy Parent-Teacher Organization Constituion and Bylaws* shall be tracked by the release date on the title page. The release date is the official date that the document was approved by the LAPTO and is located under the title of the document. The LAPTO Board shall keep track of the revisions.
- C. Review of the Bylaws shall be conducted annually by the LAPTO Board.

V. Tracking of Non-Sufficient Funds (NSF)

- A. The LAPTO Treasurer shall track all checks paid to the LAPTO. If charges are assessed to the LAPTO checking account, it is the responsibility of the Treasurer to notify the committee chairperson to collect the fee from the person or persons who wrote the returned check and make other payment arrangements if necessary.
- B. If there have been more than two (2) returned checks from the same party charged to the LAPTO checking account, the person or persons will be notified that they will need to make their payments to the LAPTO in cash, money order, or cashier's check from a bank.
- C. If the parties fail to pay LAPTO for fees incurred because of a returned item, the LAPTO Treasurer will notify them that all future payments will need to be in cash, money order, or cashier's check from a bank.
- D. The LAPTO Treasurer will notify the school Financial Secretary when a NSF check is received.

VI. Request for Funds from the LAPTO

- A. All reimbursement requests must be submitted in writing to the LAPTO Board using the LAPTO reimbursement form which can be found on the Lincoln Academy website.
- B. Any committee requesting a non-budgeted allocation from the LAPTO must have a representative present at the monthly LAPTO meeting in order for the allocation to be approved. Funds approved in the budget do not require further approval.
- C. Any request for funds from the LAPTO must be submitted in writing to a member of the LAPTO Board no later than the day before a LAPTO Board meeting.
- D. Unexpected disbursement of funds: The LAPTO Board may spend up to \$100 monthly without the consent of the LAPTO membership to cover unexpected situations that might arise between meetings. They must inform the LAPTO membership at the next meeting.

VII. Fundraisers

All fundraising proposals must be submitted in writing to school administration and the LAPTO Board for review before presentation at a LAPTO meeting. Please refer to the Lincoln Academy Fundraising Procedure.

VIII. School Projects

Any projects affecting the school building and/or the school grounds will need to be reviewed and approved by the Lincoln Academy Principal and Lincoln Academy Board of Directors.

IX. LAPTO Reports to Lincoln Academy Board of Directors

The reports to the Lincoln Academy Board of Directors shall be written and distributed to the Lincoln Academy Board of Directors one week prior to the meeting that the LAPTO attends. This report will be copied with the Lincoln Academy Board of Directors meeting package.

X. LAPTO Procedures for Committee Chairpersons

- A. Committee Chairpersons
 - 1. The LAPTO Board will select and appoint chairpersons to LAPTO Committees as needed.
 - 2. All chairpersons must be members in good standing with the LAPTO.
- B. Please refer to the Lincoln Academy website for *LAPTO Procedures for Committee Chairpersons*.

XI. Donations to the LAPTO

All donations received from retailers by the LAPTO for prizes are property of the LAPTO. They are not to be used for any personal use. All donations will be tracked by the LAPTO Secretary or designated volunteer. If all of the donations have not been used by a specific committee they will be kept for the next event by the LAPTO Board or designated volunteer.

XII. Budget

The budget shall be set in July for approval by members in the first LAPTO meeting of the school year.

XIII. LAPTO Sponsored Events and Activities

Events or Activities sponsored by the LAPTO may be cancelled or modified at the discretion of the LAPTO Board.