

Final  
Adopted 5-12-15  
Amended 9-19-16

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STANDING RULES  
VALLEY RIDGE ACADEMY PTO

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**General Meetings:** The four (4) General PTO meetings to be held during the school year shall be set by the Executive Board at the first Executive Board Meeting after the start of the school year and posted on the PTO website at least seven (7) days prior to the first General Meeting. The Annual Meeting (election of officers) will always occur in April.

**Executive Board Meetings:** Executive Board Meetings shall generally meet at 9:00AM on the first Tuesday of each month, or as established by the board at the beginning of each school year.

**Candidates for Office:** To run for an office, including nominations from the floor on election night, one must be a dues paying member of the PTO for one calendar month prior to the day of election and must have attended at least one PTO meeting prior to the April election.

**Conflicts of Interest:** No Board Member shall serve in any committee position that presents an opportunity for a conflict of interest, as determined in the discretion of the Executive Board.

**Request to Add Items to Agenda:** Members must notify the PTO president, in writing, of business that they want discussed at least 2 days prior to the next General PTO meeting. If brought up at the meeting, the president will decide (based on time and practicality) if said business can be discussed at that meeting.

**Voting by the Parliamentarian:** The Parliamentarian is counted in determining if a Quorum is present at Board Meetings, and is entitled to vote at Board Meetings, but not at General PTO Meetings unless the vote is taken by secret ballot. For clarification, the Parliamentarian's spouse may vote at General PTO Meetings.

**Event Wrap-Up Sheets:** Committee chairs are required to complete and submit an event wrap-up sheet within two (2) weeks of any event.

**General Order of Business in General PTO Meetings:** The order of business for the meetings of this association shall be:

Call to Order  
Secretary's Report: Approval of Minutes  
Treasurer's Report  
Committee Reports  
New Business  
Unfinished Business  
Announcements/Soaring Hawk Drawing/Next Meeting  
Adjournment  
Final

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**Money-related Procedures:**

- As required by the PTO insurance policy, a Board Member who is not a signatory on the bank account shall review and sign the bank statements each month.
- Spirit Wear inventory shall be physically counted by various Board Members (as delegated by the President) and reconciled with ordering and sales information periodically.
- Per Florida regulations, the tax exempt number may only be used when purchasing items with the PTO debit card or PTO checkbook.
- Anyone who has had two returned checks must pay by cash, certified check, or money order in the future. They will also be responsible for any fees incurred to the PTO.
- All invoices and/or reimbursement forms must be submitted within two (2) weeks of any event or expense in order to insure payment.
- Anytime PTO money is counted, two (2) members of the Executive Board must count the money and sign off on the amount. If, on a particular occasion, it is not possible to have a Board member as the second counter, a committee chairperson may serve as the second money counter.
- The cash box must be closed out promptly at the end of each day that it is used (including events that last multiple days). The balance kept in the cash box will be \$100.
- After each event, cash monies must be promptly placed in one of the following: the PTO safe, the Valley Ridge Academy safe, or the night depository at the bank. If a circumstance arises in which an off-campus evening or weekend event makes one of the foregoing impossible, then before the money is taken home by any Board Member, the money will be double counted, the amount signed off upon and funds placed into an envelope and sealed.
- Amounts collected and deposited shall be broken down and allocated, to the extent possible, to the source of such funds (i.e., spirit wear; membership; income from business partners; entrance fees; food sales; raffle tickets, etc.).
- PTO debit cards shall be available to those Executive Board members who are signatories on the bank account. In -person purchases will require that the signatory on the card be present at the store.

These standing rules shall be read at the first general meeting of the school year by the Secretary and will be read by request at any meeting. New Standing Rules may be adopted at any General Meeting by a majority of those present. Once adopted, Standing Rules may only be amended or rescinded by a 2/3rds vote of those present at any General Meeting, without prior written notice.

Date Adopted: 5/12/18  
Last Revised: 9-19-16