

Parent Support Organizations

Recommended Guidelines in Rock Hill Schools

Reviewed 8/2011

Purpose and Organization

Parent support organizations such as PTO's, PTA's, and booster clubs will be approved for all schools. The purpose of each organization shall be to improve learning opportunities for all students.

The organization will not participate in or promote the hiring, dismissal, removal, or transferring of any employee of Rock Hill Schools.

No monetary gifts will be allowed by organizations to any employee or student in Rock Hill Schools without being channeled through the Finance Department. This would not prohibit financial assistance of a collective nature; i.e., Teacher Appreciation Day or student recognition programs.

Membership

Membership will be open to all parents. Organizations may charge for membership, provided there is an opportunity for economically deprived individuals to join.

Leadership

Organizations may have a president, vice president, secretary, and treasurer. No officer may hold any one position more than twice every four years.

Officers of PTA's or PTO's will serve on a school-year basis, July 1 through June 30. Booster clubs have the option of operating from January through December.

The Executive Board will consist of all officers and the principal (or designee). The principal/designee and/or other employees as appointed by the Executive Board will serve as ex-officio officer(s) on the Executive Committee with no voting authority. The principal or designee and/or other employees will not participate in the collection, monitoring, or disbursement of funds collected by the organization.

The executive board will serve as the nomination committee for officers. Officers will be elected during April or May at an open meeting of the membership. Nominations will be accepted from the floor. Employees of the school district will not be permitted to hold office nor participate with the handling of monies of the organization.

Officers will be elected by a written or oral vote of the majority of members in attendance at an open meeting of the membership.

Bylaws

Organizations should have bylaws which specify the duties of officers and committees and specifications regarding the establishment and maintenance of financial records.

Meetings

Meetings of all organizations will be held at such times as determined by the Executive Board. The vice president will act as parliamentarian, and Robert's Rules of Order will be followed.

Finance

Each organization will open a checking account in a bank of its choice and shall keep complete records of all monies raised and spent. The president and the treasurer will co-sign all checks. Monthly reports will be provided to the membership and the principal/designee.

Each organization will limit any money to be transferred to the next school year to 25 percent of the budget for the preceding school year under normal circumstances. With the approval of the executive board, an amount for a large expenditure to purchase a major item for the school the following school year, can be placed in a savings account.

An audit by the incoming president, incoming treasurer, and the outgoing treasurer will be made of financial records of each organization and submitted to the principal and the membership of the organization as information no later than two months following the close of the fiscal year. Copies of the audit should be shared with all members of the organization and the principal/designee. The school district will assume no legal responsibility in the collection, monitoring, or disbursements of these funds nor assume any responsibility in funding the audits.

In all instances employees of the district are prohibited from being assigned signatory authority, to specifically include the organization's bank accounts, financial matters and contractual agreements.

Fundraising

Instructional time will not be used for any project for any and all organizations; however, students will be permitted to take notices home about projects. Students must not be allowed to participate in any solicitation. Door-to-door solicitations will be allowed but only by adults. All items, properties, and equipment donated by organizations to individual schools shall become the property of Rock Hill Schools.

Each year parent organizations will submit to the superintendent/designee a list of fundraising activities for approval between August 1-15 for first semester, and February 1-15 for second semester. Each organization will be limited to the fundraising activities submitted to the superintendent/designee. If additional fundraising activities are needed, they must be reviewed by the superintendent/designee.

During the first month of each school year the principal/designee will submit a list of prioritized needs to each respective parent organization. It will be the decision of the parent organization as to which items will be funded.

It is strongly recommended that all parent/booster organizations channel funding for athletics through the school activity fund. Individual accounts for each team are maintained within this fund, and the transactions will be subject to the prescribed financial procedures of the school district for student activity funds.