

**BY-LAWS OF THE GROVE AVENUE SCHOOL
PARENT-TEACHER ORGANIZATION
900 Grove Avenue
Barrington, Illinois 60010**

ARTICLE I: NAME

The name of this organization is the Grove Avenue School Parent-Teacher Organization (“Grove PTO”), Barrington, Illinois. These by-laws shall be deemed to be in implementation of the Articles of Incorporation.

ARTICLE II: MISSION

Section 1. The Grove PTO is a cooperative effort of the parents and faculty of Grove Avenue School whose primary mission is to:

- A. Foster communication and understanding between Grove families, administration, and teachers;
- B. Develop and support programs to enrich the Grove Avenue School facilities and learning environment

Section 2. The mission of this organization is accomplished forward through sponsorship of educational programs directed toward parents, teachers, and the community. These programs are developed through conferences, committees, projects, and events and are governed and qualified by the basic policies set forth in Article III.

ARTICLE III: BASIC POLICIES

Section 1: The following are basic policies of this organization:

- A. The organization shall be noncommercial, nonsectarian and nonpartisan.
- B. The name of the organization or the names of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- C. This organization shall not directly or indirectly participate or intervene in any way, including the publishing or distribution of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- D. This organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control school policies.
- E. This organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing this organization in such matters shall make no commitments that bind the organization.
- F. In the event of the dissolution of this organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c)(3) of the Internal Revenue Code of 1954, as from time to time amended. (Section 501(c)(3) is the section of the Internal Revenue Code that provides tax-exempt status to organizations.)

ARTICLE IV: MEMBERSHIP

Section 1. Membership in the PTO shall be open to: a) all parents or guardians of pupils enrolled in Grove

Avenue School, or otherwise approved by the PTO Board, upon payment of annual dues per family unit; and b) the Principal and each member of the faculty of Grove Avenue School.

Section 2. Membership dues shall amount to \$20 per family per year, unless changed by a majority vote of the PTO Board by May for the following school year.

Section 3. This organization shall conduct an annual enrollment of members but persons may be admitted to membership at any time.

Section 4. The membership year shall be from July 1st through June 30. Any persons joining during the year shall pay dues in full for the current year. Those paying PTO dues during registration for the subsequent school year prior to July 1 shall be considered members for the subsequent school year.

Section 5. Only members of the organization shall be eligible to participate in its board meetings or to serve in any of its elective or appointed positions.

ARTICLE V: FISCAL YEAR

The fiscal year of the PTO shall correspond to that of School District 220, that is July 1st to June 30th.

ARTICLE VI: PTO BOARD

Section 1. The PTO Board shall consist of:

- A. Up to six officers of the Executive Board (See Article VII – Executive Board);
- B. The school principal and faculty representative(s).

Section 2. The control and management of the affairs of the PTO shall be vested in the Board.

Section 3. The primary duties of the PTO Executive Board shall be:

- A. To submit a financial projection for the school year to the organization for approval by a majority vote of the PTO Board, at the first Board meeting of the new fiscal year.
- B. To approve the plans of work of the chairpersons of the Ways & Means and the Standing committees.
- C. To approve prices, dates, and times of events as they arise.
- D. To transact necessary business as may be referred to it by the organization.
- E. To approve the preparer that will be used to prepare State and Federal tax returns.

Section 4. Special meeting of the PTO Board may be called by the President or by a majority of the members of the Board. Three days notice to the general membership must be given.

Section 5. A 40% majority of the members of the PTO Board shall constitute a quorum for the transaction of business at any meeting of this organization. Once quorum has been established, a simple majority of PTO members present shall serve to carry all motions.

Section 6. Each member of the PTO Board shall maintain a digital file of official material shared on the PTO's official Google Drive. Or if the member prefers, a physical file can be kept in a binder.

Section 7. Every member of the PTO Board is expected to attend all Board meetings. To ensure the 40% quorum requirement is met, at least 50% of the chairpersons/co-chairpersons from each Board committee shall be required to be present at all Board meetings. Should circumstances prevent this attendance, notice should be given to the Secretary with as much notice in advance of the meeting as possible.

Section 8. Members of the PTO Board may hold more than one position on the PTO Board during a given school year at the discretion of the Nominating Committee and with approval of a simple majority of the Executive Board. No one person shall hold more than two Board positions during a single year.

ARTICLE VII: EXECUTIVE BOARD

Section 1. The Executive Board shall consist of up to six officers of this organization (meaning the President, Co-1st Vice Presidents, 2nd Vice President, Secretary, and Treasurer) and the Principal, who is a voting member.

Section 2. The Executive Board may transact the business of the Grove PTO in an emergency, such as to authorize expenditure of monies not to exceed \$300 and which was not included in that year's budget. Requests exceeding \$300 must be approved by a majority of the established quorum of the PTO Board.

Section 3. Should a previously-budgeted special allocation require funding in excess of budget during the summer months, when it is not practical to call a meeting of the PTO Board, the over-budgeted amount may be approved by a 2/3 majority of the Executive Board with notice given to the PTO Board at the first meeting of the school year. Where feasible, an e-vote by the PTO Board should also be conducted.

Section 4. Executive Board meetings shall be held at the call of the President or a majority of the Executive Board, and a quorum for Executive meetings shall consist of two-thirds of the members of the Executive Board.

Section 5. The Executive Board may contain shadow positions. These individuals would be non-voting members of the Executive Board. They would be mentored by an existing officer. Shadow positions would be created, as needed, to prepare individuals to replace members of the Executive Board after their tenure is complete.

Section 6. In instances where a Board Member is not fulfilling his duties or has been found guilty of malfeasance, the Executive Board shall meet to determine whether or not to recommend removal of a Board Member from his position. This recommendation requires a two-thirds majority of the Executive Board. If the Board Member in question is an Executive Board Member, he shall recuse himself from all discussions and voting in this matter. All decisions of the Executive Board are final and any vacancies must be reported to the full PTO Board at the next scheduled meeting.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this organization shall be held monthly unless otherwise provided by the organization or the PTO Board. These regular meetings are to be in the form of PTO Board meetings entirely open for attendance by any PTO member and will be referred to in these by-laws as Board meetings.

Section 2: An Executive Board meeting (i.e., Officers meeting) will be held monthly prior to the PTO Board meeting, to discuss issues of the Board and set the agenda for the monthly general meeting.

Section 3. Special meetings of this organization may be called by the President, or by a majority of the members of the PTO Board, provided three days notice to the general membership has been given.

Section 4. A quorum of the PTO Board shall be necessary to vote on any agenda item at the PTO Board meeting. A 40% majority of the members of the PTO Board shall constitute a quorum. Once quorum has been established, a simple majority of all PTO board members present shall serve to carry all motions. In such cases where a chairperson holds more than one position on the PTO Board or a position is not filled, the quorum shall be calculated by number of people holding positions and not by total number of positions

on the PTO Board.

ARTICLE IX: OFFICER AND CHAIR NOMINATING

Section 1.

- A. The officers of this organization shall be a President, Co-1st Vice Presidents, 2nd Vice President, Secretary, and Treasurer.
- B. One or more chairpersons shall head each Ways & Means and Standing committee.
- C. The officers and the committee chairpersons shall be seated annually. The slate of officers and chairpersons will be published and distributed at Grove Avenue School. Approval of the slate by the general board membership shall take place at or before the May meeting.
- D. The incoming officers and chairpersons shall assume their official duties in May and shall serve for a term of one year.
- E. Qualification for chairperson: In addition to being a PTO member for a period of at least one year, a chairperson must also not have been removed from any previous Board positions, nor have a record of malfeasance that would impact a PTO Board position.
- E. Qualification for Officer: An incoming officer must have served on the PTO Board for at least one year.
- F. Qualification for President: The incoming President must:
 - 1. Have served on the PTO Board at least two years.
 - 2. Have served on the Executive Board for at least one year.
- G. No officer or committee chair shall serve in the same position for more than two consecutive years, except in those instances when the Nominating Committee is unable to slate a qualified successor by May 1 (See Article XII: Nominating Committee).

Section 2. A vacancy occurring in any office should be filled for the unexpired term by the Executive Board. In case the vacancy occurs in the office of the President, the senior First Vice President shall serve notice of the vacancy to the general membership. If a qualified candidate is not available to fill open positions on the Executive Board, the Nominating Committee may recommend an amendment to the required qualifications for serving on the Executive Board, which must then be approved by a majority of the PTO Board.

ARTICLE X: DUTIES OF THE OFFICERS

Section 1. The President shall:

- A. Preside at and set the agenda for all meetings of this organization, including the monthly PTO Board and Executive Board meetings.
- B. Be an ex-officio member of all committees.
- C. Appoint PTO members to serve on special or ad hoc committees.
- D. If deemed necessary, appoint, for Board approval, an unbiased accountant for closure of the treasurer's books and preparation of state and federal tax returns no later than the final meeting of the fiscal year.
- E. Coordinate the work of the officers and the committee chairs in order that the objectives of the organization may be promoted.
- F. Perform all other duties usually pertaining to this office, including attending meetings of the District's PTO Presidents' Council.

Section 2. The Co-First Vice Presidents shall

- A. Serve as an aide to the President.
- B. Perform the duties of the President in the absence of that officer.
- C. Serve as Chairpersons of the Ways & Means Committees.
- D. Perform such other duties as may be delegated.

Section 3. The Second Vice President shall:

- A. Serve as an aide to the President.
- B. Perform the duties of the President in the absence of that officer and the First Vice President.
- C. Serve as Chairperson of the Standing Committees.
- D. Head the Community Donations initiative and submit recommended community donations for approval by the PTO Board by the May meeting if funds are expected to be donated.
- E. Perform such other duties as may be delegated.

Section 4. The Secretary shall:

- A. Notify the PTO members of the time and place of PTO Board meetings.
- B. Keep an accurate record in a permanent form of the minutes of all meetings of the PTO Board.
- C. Distribute copies of such minutes to the PTO Board members.
- D. Serve on the Nominating Committee.
- E. Head the By-Laws Committee.
- F. Conduct official correspondence of the organization, as necessary.
- G. Perform such other duties as may be delegated.

Section 5. The Treasurer shall:

- A. Receive all monies of the organization.
- B. Keep an accurate record of all receipts and disbursements.
- C. Pay out funds in accordance with the budget and as authorized by the organization.
- D. Prepare an operational budget, which will be presented for approval at the first meeting of the new school year.
- E. Present an up-to-date operational budget at the Executive and PTO Board meetings, retaining one copy for the Treasurer's files.
- F. After the fiscal year-end accounts are closed, and having been satisfied that the PTO Financial Statements Report (Balance Sheet and Profit & Loss) of the Treasurer are correct, then these financial statements shall be presented to the membership for acceptance by the September Board meeting.
- G. Ensure that State and Federal tax returns and the annual report to the Illinois Secretary of State are filed on a timely basis and records kept of such. These documents are available for membership review.
- H. Compile and present the budget to the PTO Board by the first meeting of the new fiscal year.
- I. Oversee the financial procedures and bank transactions at all PTO fundraisers or ensure these duties are covered by responsible parties.

ARTICLE XI: WAYS & MEANS AND STANDING COMMITTEES

Section 1. Ways & Means and Standing Committees shall be created, defined, and terminated by the majority of the PTO Board, in such a manner as is deemed necessary to promote the mission and carry on the work of the PTO.

Section 2. Chairpersons of the Ways & Means and Standing committees shall be slated by the Nominating Committee and approved by the PTO Board. (See Article IX : Officers and Chair Elections.)

Section 3. These committee chairpersons shall serve a term of one year and may serve in the same position for no more than two consecutive years except in those instances when the Nominating Committee is unable to slate a qualified successor before May 1 of the current year.

Section 4. The committee chairpersons shall work within the operational budget of the PTO and report plans of committee work to the Executive and PTO Boards.

ARTICLE XII: NOMINATING COMMITTEE

Section 1. There shall be an annual Nominating Committee comprised of the following:

- A. The Chairperson or Co-Chairpersons of the Membership Committee shall serve as Chairs of the Nominating Committee. The Chairperson(s) preside(s) over the nominations meetings, but does (do) not have voting power in decisions of the Nominating Committee;
- B. The Second Vice President and Secretary shall serve as members of the Nominating Committee; and
- C. Additional members may be added at the discretion of the other committee members.

Section 2. The Nominating Committee shall select one nominee for each office.

- A. The Nominating Committee shall report the proposed slate to the general PTO membership not less than two weeks prior to the final meeting. Additional nominations may be taken at the PTO meeting prior to voting on the slate as presented.

The Nominating Committee shall work to select the strongest candidate for each available position, working with current volunteers to find alternative placements on the PTO Board where there are multiple candidates interested in a position.

Where candidates have not come forward expressing interest in a position, the Nominating Committee shall work to identify and recruit appropriate candidates to fill those positions.

Where a chairperson has held a position for fewer than two years, that chairperson has first right of refusal to maintain the position in the event another candidate expresses interest in that position.

- B. The Membership and Nominating co-chairs will provide the Secretary with a list of the elected Officers and Committee co-chairs, their phone numbers, and their email addresses.

Throughout the year, if co-chair positions become open, Membership and Nominating will seek to fill these positions.

Section 3. In accordance with Article VIII (Officer and Chair Elections), Section 2, if a qualified candidate is not available to fill open positions on the Executive Board, the Nominating Committee may recommend an amendment to the required qualifications for serving on the Executive Board, which must then be approved by a majority of the PTO Board.

Section 4. Additional nominations from the general membership are in order at the open Board meeting before approval of the slate is given. The slate may then be approved by majority vote either as a whole with no alterations to the proposed slate or by voting for the individual board positions where there is a nomination presented outside the slate recommended by the Nominating Committee.

Section 5. All matters of the Nominating Committee shall remain confidential.

ARTICLE XIII: FACULTY REPRESENTATIVE(S)

Section 1. The Grove teaching staff shall be responsible for selection of a Faculty Representative(s) from among their number. This representative, in addition to the Principal, will serve on the PTO Board.

Section 2. The Faculty Representative(s) shall:

- A. Act as liaison between the PTO Board and the teaching staff;

- B. Attend all general PTO Board meetings and serve as a voting member of the Board;
- C. Provide guidance in the planning and coordination of PTO programs;
- D. Present feedback on behalf of the teachers at the monthly PTO Board meetings.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, revised edition, shall govern this organization in cases the Executive Board deems necessary and in which they are not in conflict with these by-laws.

ARTICLE XV: AMENDMENTS

Section 1. These by-laws may be amended at any regular or special meeting of this organization by a two-thirds vote of the board members present and voting, provided there is a quorum and not less than two weeks prior notice of the proposed amendment(s) shall have been given to the membership.

Section 2. These by-laws shall be reviewed at least every two years by a By-Laws Committee chaired by the Secretary and consisting of members appointed by the President. (See Article X: Duties of Officers).

Approved: _____ Date: _____
Deanna Baker, Secretary, Grove Ave PTO

STANDING RULES OF PROCEDURE OF THE GROVE AVENUE SCHOOL PARENT TEACHER ORGANIZATION

PTO BOARD GENERAL POLICY

1. Meetings of this organization shall be held on a predetermined set date and time of the month, unless changed by the Executive Board and approved by the PTO Board, with at least two weeks' notice. The schedule for monthly meetings will be determined by the Executive Board and published during the first week of the school year.
2. PTO letters, flyers, and news releases shall be reviewed by a member of the Executive Board prior to copy and distribution to the general PTO membership.
3. The Grove Avenue School PTO Newsletter or Grove Ave School PTO social media may not be used as a vehicle to announce, endorse, or otherwise advertise any event which is sponsored by a For Profit entity, from which the Grove Avenue School does not directly benefit. The newsletter and social media may be used to announce programs, organizations or events having a Not for Profit status which are of general interest to a significant number of parents and students of Grove Avenue School.
4. Under no circumstances shall a vote by telephone or proxy of the PTO Board be considered valid or binding. In case of an emergency, electronic voting may be done at the discretion of the Executive Board.
5. Vendors of commercial or retail nature, not benefiting the PTO or Grove Avenue School, shall not be allowed at PTO events.
6. Vendors of a not-for-profit nature shall be allowed at PTO events, upon approval of the PTO Board. Only not-for-profit groups or organizations whose membership consist of or whose programs benefit a substantial number of currently enrolled Grove Avenue School students, are eligible to participate in PTO-sponsored events. Any such group or organization must seek approval from the PTO Board by presenting a written proposal and appearing in person before the Board, if it is deemed necessary. Sponsorship of fundraising events outside the school day are exempt from this restriction of being allowed at PTO events, upon recommendation of Committee Chairs. Sponsorship of needed items for students at Grove Ave School by for-profit entities may be allowed on a case-by-case basis by the PTO Board.
7. Room Parents: Any parent or guardian of a Grove Avenue student shall be eligible to be a room parent. Selection of room parents shall be made by the Room Parent Coordinator. Room parents are expected to be part of the general membership of the PTO and are encouraged to attend monthly PTO meetings.
 - A. Funds for parties organized by Room Parents will be collected by the PTO, in addition to any monies the PTO Board allocates for classroom parties.
 - B. Room parents will be told the total amount of money they will be budgeted for their classroom parties by the Treasurer, as approved by the PTO Board, at the Room Parent meeting. Funds will be determined with the PTO budget each year. This money is in addition to party fees collected by each classroom.
 - C. Room parents must submit receipts and reimbursement requests for classroom party spending in the same manner as other PTO Board Members. Monies are to be used for classroom parties or other celebrations. Room parents may not be reimbursed for teacher or classroom gifts or for classroom supplies. All funds not spent by June 15 will be returned to the PTO general fund for reallocation in the following fiscal year.

D. No parent should be allowed to serve as a room parent for the same child for a third consecutive year, unless the position cannot otherwise be filled.

8. The President and the Treasurer will have access to all bank statements online and accounting software.

PTO BOARD ATTENDANCE POLICY

9. Attendance by all PTO members is expected and at least 50% of the chairpersons/co-chairpersons of each committee are required to attend the following:
 - A. All regular meetings of the PTO Board ;
 - B. All special meetings of the PTO Board, as called by the President or a majority of the PTO Board members

PTO BOARD PROCEDURES NOTEBOOKS

10. It is the responsibility of each Board member to maintain a procedures online folder for their committee. This procedure folder may be a paper copy or in electronic format to be shared with the appropriate Vice President, President, and future Committee Chairs:
 - A. the PTO By-Laws and Standing Rules of Procedure;
 - B. names, phone numbers, email addresses, and addresses of all committee members,
 - C. past committee annual reports;
 - D. current committee business transactions; and
 - E. any applicable forms, worksheets, and other documents pertinent to the duties of the committee along with an accompanying disk or e-mail attachment containing such documents, if those documents are, in fact, maintained in electronic form. Files should include a history of at least three years. Information older than three years may be discarded at the Board Member's discretion.

If a PTO Board member will not be returning to their current position the following year, they are required to pass this procedures folder on to their replacement at the May meeting.

SETTING THE AGENDA

11. The Executive Board should hold a meeting in the week before the full PTO Board meeting in order to determine agenda items.
12. The deadline for matters and committee reports to be placed on the agenda is the Executive Board meeting. All requests for discussion thereafter shall be considered New Business and no vote on that request will be taken at that meeting unless a two-thirds majority of the Board members present and voting agree to waive this requirement. The person submitting the request as New Business is also required to advise the President at the beginning of the Board meeting that such a request will be made.

PRESIDENT'S DUTIES

13. The President will provide an as-accurate-and-complete-as-possible calendar of school and district events to Board members.
14. The President, along with the Treasurer and Vice Presidents, shall review all committee budgets and recommend any adjustments.
15. The President shall be responsible for submitting the dates of all PTO-sponsored events for inclusion on the District calendar.

SECRETARY'S DUTIES

16. The Secretary shall make available all reports and hand-outs distributed at Board Meetings for members who were absent.
17. The Secretary shall distribute all reports and hand-outs at Board meetings.
18. The Secretary shall keep a thorough and permanent log of attendance at each meeting, and this log will be circulated for sign-in by present Board members and guests.
19. The Secretary shall supply each member of the PTO Board with the PTO By-Laws and Standing Rules of Procedure at the first meeting of the fiscal year, which is held in May.
20. The Secretary shall be responsible for taking the minutes during the PTO Board meetings and distributing same to all members of the PTO Board.
21. The Secretary shall record any deadlines or qualifications connected with a motion in the minutes.
22. All Board members shall receive copies of the minutes prior to the meeting in which they will be approved.
23. The Secretary is required to serve as a member of the Nominating Committee and head the By-Law Review Committee.
24. The Secretary shall be responsible for purchasing and arranging to send cards, flowers, donations or gifts to appropriate persons and families, as such need arises during the year.
 - A. Cards will be sent to any PTO Board member or school staff member, or that person's immediate family, for such occasions as marriage, baby, serious illness or hospitalization, death, retirement, or farewell.
 - B. A personal, handwritten note shall accompany any gifts sent. Gifts will only be sent with prior approval of the President. Purchases for this purpose shall not exceed a reasonable amount approved by the President.

FIRST VICE PRESIDENTS' DUTIES

25. As its chairpersons, the First Vice Presidents shall conduct a meeting of the Ways & Means Committees, which shall determine a schedule of Ways & Means events, chairpersons of events and projected revenue per event.
26. Prices, dates, and times of events need approval of the PTO Board as they arise. Prices require a majority vote during a PTO meeting or e-vote, while dates and times are presented for notification. Approval of dates and times is required only in situations where this is requested by three or more

Board Members.

27. Chairpersons of the Ways & Means Committees may elect to have additional committee members who are not members of the PTO Board.
28. All contracts pertaining to Ways & Means events shall be signed by at least one presiding committee chair and the First Vice President or the President, if the First Vice President is not available.

SECOND VICE PRESIDENT'S DUTIES

29. The Second Vice President shall submit recommendations for community donations to the PTO Board for approval by the April meeting. These recommendations do not need to be voted on by the entirety of the PTO Board.
30. The Second Vice President shall make arrangements and collect funding for the annual holiday luncheon held in December, provided same is approved by the PTO Board.
31. The Second Vice shall serve as Executive liaison to the Standing Committees.

TREASURER'S DUTIES

32. The Treasurer shall obtain a projected budget for the upcoming school year from each of the Ways & Means and Standing Committees. The Treasurer, along with the President, shall review the committee budgets and recommend any adjustments. The Treasurer shall submit a projected budget of the entire PTO to the PTO Board for approval at the first meeting of the new PTO Board in May.
33. The Treasurer shall perform all duties detailed in Article X: Duties of the Officers.
34. Non-Sufficient Checks: On behalf of the PTO, the Treasurer shall communicate with the payer and request funds. If necessary, further action will be taken by the Executive Board. The payer will be responsible for reimbursing the PTO for all NSF charges.

FINANCIAL PROCEDURES

35. The following procedures will be followed when considering requests for PTO expenditures which are in addition to items previously approved in the annual budget.
 - A. The person or organization who is requesting the expenditure must submit a written request which is detailed and specific in nature to the Executive Board prior to the monthly Executive Board meeting.
 - B. If requested by the Executive Board, the person or organization who is soliciting the expenditure must appear before the Executive Board to answer any questions regarding the request that Board members may have.
 - C. If the above procedures are not followed, the expenditure request will not be voted on by the PTO Board until the next month's PTO Board meeting, unless a two-thirds majority of the PTO Board members present at the current month's meeting present and voting agree to waive this requirement.
 - D. Should a previously budgeted special allocation require funding in excess of budget

during the summer months, when it is not practical to call a meeting of the PTO Board, the over budgeted amount may be approved by a 2/3 majority of the Executive Board with notice given to the PTO Board at the first meeting of the school year. Where feasible, an electronic vote of the PTO Board shall be conducted.

36. Chairpersons of standing committees must spend any monies within their approved budgets by June 15. All funds not spent by June 15 will be returned to the PTO general fund for reallocation in the following fiscal year.
37. Reimbursement requests along with receipts must be submitted to the Treasurer on a Grove Avenue PTO Reimbursement Voucher, which will be available in the PTO files in the school office and on the PTO website. All vouchers must be contained within budget constraints. All vouchers must be signed by the purchaser and approved by the PTO Board member in charge of the activity. If the purchaser is the PTO Board Member in charge of the activity, the second signature must be that of an Executive PTO Board Member other than the Treasurer. Two signatures are required for reimbursement.
38. All Grove Avenue PTO Reimbursement Vouchers should be presented to the PTO Treasurer within 30 days from the time the money was spent. Any person who does not request such reimbursement within a 90 day period may be considered to have forfeited right for repayment.
39. All reimbursements to PTO members will be made at the next regularly scheduled Board meeting, providing such request is received ten (10) days before said meeting. With large amounts of money, or under unusual circumstances, special arrangements may be made with the Treasurer for reimbursement.
40. In the event that the PTO expenditures overrun budget or approved amount by more than 5% or more than \$25, whichever is greater, the bill cannot be paid until the expense is resubmitted to the PTO Board or Executive Board for approval. (The Executive Board has the ability to authorize additional expenditures up to \$300, as stated in the By-Laws).
41. At all PTO events where more than \$1,000 cash will be collected, there should be two money counters to prepare bank deposits.
42. All checks received from vendors must be directed to the Treasurer and addressed to Grove PTO at the school address.
43. All monies collected from an event must be presented to the PTO Treasurer for deposit in accordance with the deposit timeline established by the exec board member leading that event.

COMMUNITY DONATIONS PROCEDURES

44. Community donations will be made on an annual basis from the remaining monies in the Scholarship Fund. Donations will be decided by the Executive Board no later than June 1st.