

## **Standing Rules**

Paradise Valley High School PTO-Booster Club  
2018-2019 School Year

This organization's Federal ID # is 86-0673105.

The organization's fiscal year shall run from August 1<sup>st</sup> to July 31<sup>st</sup>.

Invoices for annual Booster Group fees will be issued by the Treasurer the first week of September and are due within 30 days of issuance.

Booster Group financial documents are due to the Treasurer by the 15<sup>th</sup> of the following month. Year-end documents are due by September 1st.

A quorum for each general meeting shall be a majority of current Board members. The President shall preside over each general meeting and will be eligible to vote if 1). the vote is by ballot or 2). the President's vote will change the outcome of the vote (i.e. create a majority in the event of a tie vote).

Regular (general) meetings of this organization shall be held during the school year at 6:30 pm on the following dates.

- August 13
- September 17 (Sept 10 is a holiday). Booster training beforehand.
- October 8
- November 5 (Nov 12 is a holiday)
- December 10 **\*\*tentative\*\***
- January 14
- February 11
- March 11
- April 8
- May 13

Executive board and committee meetings shall be scheduled as needed.

The Officers of this organization shall be: President, Vice President, Secretary, and Treasurer(s). Nominations for the following school year will be taken at the March general meeting. Elections will be held by secret ballot during the April meeting. Officers shall assume their duties by June 1st and may start to transition as soon as April.

Two (2) signatures are required on all checks more than \$500.

Two (2) people must be present anytime money is counted, one (1) of whom must be a Board member.

All non-budgeted expenditures require approval of a majority of the Members present at the general meeting at which it is presented for a vote.

Funding requests will not exceed \$500 per student club and \$100 per teacher, per school year. The Executive Board will review these requests and present a funding recommendation at the next general meeting for approval by a majority of the Members present.

Reimbursement requests must be submitted to the Treasurer within 1 month of the expense and must be accompanied by all receipts.

You need to notify the PTO president, in writing, of business to be discussed at least 3 days prior to the next meeting. If brought up at the meeting, the president will decide if said business will be discussed at that meeting.

The minutes from each general meeting will be posted within 2 weeks of the meeting on the PTO website.

Committees and Volunteers will be called on as needed.

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

Community Conversation (when possible)  
Call to Order  
Secretary's Report  
Principal's Report  
Treasurer's Report  
Committee Reports  
Booster Group Reports  
Announcements  
Old/New Business  
Adjourn

The following terms regarding concessions were established at a joint meeting of PVHS administration, booster groups, and the PTO:

#### PVHS Administration

- Oversee the use and maintenance of the PVHS concession stands.
- Follow up on issues of cleanliness and maintenance identified by the Booster Groups.
- Apply for the concession permits.

#### Booster Groups

Booster Groups utilize the PVHS concession stands at the discretion of PVHS Administration. In utilizing the concession stands, Booster Groups agree to the following:

- Operate concession stands in compliance with permit regulations as issued by Maricopa County.
  - ***Permits for outside stands allow for the sale of pre-packaged food ONLY.***
- Maintain concession stand in clean and tidy fashion after each use.
- Notify Mr. Havlovic via email of any maintenance issues related to the concession stands.
- Be a member in good standing with the PVHS PTO so as to be covered by the PTO's general liability insurance policy.
- Contribute 20% of net profits from concession sales to the PVHS community. Contribution is to be remitted to the PVHS PTO within two weeks of the final game (regular or post season, as applicable).
- Coordinate with the PTO Vice-President or other Executive Board Member regarding scheduling of PTO volunteers to assist with concession sales. Please provide the PTO with a list of games (dates/times) and the booster's concessions manager at the beginning of the season.
- Remove all booster items (food/beverage/signage/etc.) from the concession stands within two weeks of final game.

#### PVHS PTO

- Utilize the concession contributions to benefit the PVHS community through such expenditures as teacher and club grants, campus beautification, and staff appreciation.
- Provide the payment for the concession permits.
- Provide 2 volunteers to work concessions at four home games as identified by each Booster Group and when sufficient notice is provided.
- Maintain the general liability insurance policy.

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

General Meeting Date Read: \_\_\_\_\_

Created on: 8/7/2017