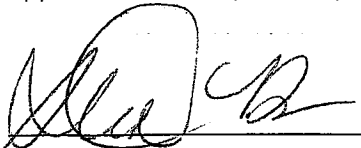


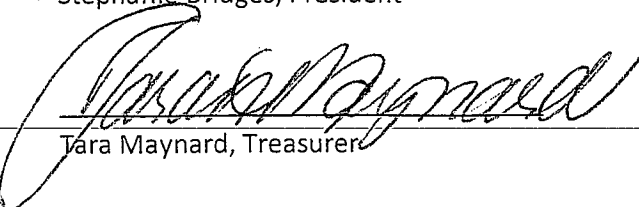
## COSMOPOLIS ELEMENTARY SCHOOL PTSO STANDING RULES

1. Business meetings and General meetings can be scheduled and held concurrently. Business meetings are held once monthly from September through April. The May business meeting will also be considered the transition meeting for the following year's BOD.
2. Standing Committees shall be:
  - a. Publicity and Membership
  - b. Fund Raising (Examples Include):
    - i. Box Tops/Soup Labels
    - ii. Innisbrook or Celebrating Home (Wrapping Paper/Home Goods Sales)
    - iii. Cookie Dough
    - iv. Santa's Secret Shop
    - v. Basket Bingo
    - vi. Carnival
  - c. Family Night Programs (Examples Include):
    - i. Star 101.5 (or other Dj'd) School Dances.
    - ii. Missoula Children's Theatre
    - iii. Movie Night
    - iv. Skating Parties
  - d. School Support Activities (Examples Include)
    - i. Swimming
    - ii. Camp Cispus (PTSO Supports Friday Treat Supplies Cost)
    - iii. Teacher's Appreciation Luncheon
    - iv. Fluoride
3. A chair for each committee and activity shall be selected from member volunteers. Members may chair more than one committee/activity.
4. Officers and Committee chairs will report details of each activity or fund-raising project during the business meetings each month, as appropriate.
5. Only one signature is necessary on checks issued; however, the expenditures need to be approved by more than one officer. Expenditures should be discussed and approved during business meetings; however, officers can be contacted outside a meeting for decisions on spending. All spending will be reported during the treasurer's report at the following meeting.
6. The popcorn and candy machines owned by the Cosmopolis PTSO will not be loaned or rented to any other organization.
7. The Secretary will have a copy of the Standing Rules available for reference at all Business Meetings.

8. The Treasurer will keep accurate records of project income and expenses with assistance from the chair from the event. Receipts and other records should be included in the Treasurer's/PTSO records.
9. Each committee will have a spokesperson at each business meeting to provide a status report.
10. During the May meeting out-going and newly elected officers will meet to exchange any necessary records related to their position. The May meeting will also include planning for the coming year. The out-going treasurer shall obtain and bring to this meeting new signature documents from the bank, if applicable.
11. All PTSO expenditures in excess of \$20.00 must be motioned and approved by a majority vote of the BOD. This motion can be done via telephone, email or in person at the monthly business meeting.
12. All authorized receipts from a PTSO sponsored fundraiser or event need to be turned into the Treasurer, no later than by the post-event business meeting .
13. A minimum of \$500.00 shall be carried over from one year to the next to ensure funds are available to cover expenses before annual fund-raising events take place.
14. All requests, outside of PTSO coordinated events, for financial support and money from PTSO must be submitted in person during the monthly business meeting.
15. Copies of past and current Cosmopolis Elementary PTSO Articles of Incorporation, By-Laws and Standing Rules shall be kept on file with the Cosmopolis School.

Approved and Adopted May 24, 2013

 President 5/24/13  
Stephanie Bridges, President

 Treasurer 5/24/2013  
Tara Maynard, Treasurer