



Advisory Group Procedures and Protocol New Lenox Parent Teacher Organization

P.O. Box 1079, New Lenox, IL 60451

Updated June 2016

The New Lenox Parent Teacher Organization, in an effort to define its written protocol and procedures for its advisory groups, based upon our organization's Bylaws and Roberts Rules of Order, has put together the following procedures:

Meetings

- When holding an advisory group meeting, all advisory group members should be contacted and an attempt made to accommodate most members. When scheduling a meeting, keep in mind that a 30% quorum or minimum of 3 members of that advisory group need to be present to make decisions.
- Minutes need to be taken at all advisory group meetings with a report submitted, via email, to the Secretary by the next monthly PTO meeting.
- All decisions made by an advisory group need to be submitted as a proposal to the President. All proposals must be reviewed by the Executive Board. The President will notify the advisory group of all decisions/approvals by the Board as soon as possible. Please make the President aware of any deadlines.
- The advisory group is responsible for notifying the President to be put on the agenda the Monday prior to the next meeting.

Finances

- All budgeted advisory groups will be held to their budgets, which will be provided to you by the Executive Board.
- The chairperson and Secretary or President will sign all contracts, with a copy going to the Treasurer.
- Any non-budgeted expenditures over \$50 **must** be presented and voted on at a monthly PTO meeting.
- All raffle prizes must be donated and will not be part of the budget.
- Any exceptions will be at the discretion of the Executive Board.
- A check request form must be filled out to receive payment from the appropriate Treasurer.
- All invoices and/or checks must be mailed by the company to our P.O. Box, listed above.
- Use interoffice mail as deemed appropriate.

Printing

- If your advisory group will be making copies for a school service (i.e. Staff Appreciation Luncheon) you should copy at the school.
- If your advisory group will be copying any meeting reports, materials or event flyers, you should copy at the district office.
- All flyers **must** be approved by the Executive Board before copying/distributing.
- PTO will provide paper for copying of event flyers at District Office.
- The PTO logo should be on all documents.