

# Advisory Group Procedures and Protocol: September 20, 2007

## New Lenox Parent Teacher Organization

New Lenox School District #122, P.O. Box 1079, New Lenox, IL 60451

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 written report submitted to the Secretary at the next monthly PTO meeting.
- All decisions need to be approved by the Executive Board. Please submit all recommendations to the President. Please make the President aware of any deadline. The President will notify the advisory group of all decisions as soon as possible.
- 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.
- 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.
- 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.
- Copies of invoices and checks will be forwarded to the appropriate advisory group chair via the PTO mail crate at the next general board meeting. If the invoice or check copies are needed prior to the next meeting, please notify the President.

### Printing

- If your advisory group will be making copies for a school service (i.e. Room Mom or Volunteer Coordinator for a building) you should copy at the school.
- If your advisory group will be copying any meeting reports or materials, you should copy at the district office.
- All other cases will be outsourced to a professional printing company.