

## STANDING RULES

1. Annual membership dues are \$2.00 per person.
2. A contact chairperson shall be selected each year for notification of board meeting.
3. Newsletter -- The newsletter will be limited to two letter sized pages printed on both sides. Articles submitted may be edited and priorities determined by the newsletter chairperson. Newsletter space will be used for PTO and school related items.
4. The officers shall appoint the following Standing Committee Chairpersons: Fundraising, Newsletter, Membership, Publicity, Soup Labels, Yearbook & Telephone Directory, Hospitality, Christmas Tree, and any other it may deem necessary. One executive board member will co- chair any committee that takes in money.
5. Each chairperson shall be sent a job description and the budgeted amount for their committee before September.
6. The Memorial Book Fund shall be extended only to students now attending China Elementary and their mother, father, brother or sister living in the home and shall not exceed \$10.00.
7. The Living Memorial (book) shall be purchased at the end of the school year for the current president. It shall be presented in his/her name at the next year's Open House. This book is not to exceed \$25.00.
8. Co-Chairperson of any committee receive a vote on the executive board.

## INSTALLATION CEREMONY

We come here today to install the PTO officers for the \_\_\_\_\_ school year.

I charge each of you to give the best that is within you to promote the growth and betterment of this organization.

Repeat after me:

I, \_\_\_\_\_, promise to fulfill the duties of the office of  
\_\_\_\_\_ to the best of my ability.

We, the members of China PTO, promise to support the officers of this organization with our time and talents always striving to promote the best for our students at China Elementary.