

# Campus Standing Rules of Rucker Elementary School PTO

Rucker Elementary PTO follows the Prosper ISD bylaws established by the Prosper PTO Council governing all Prosper ISD PTOs. In addition to the Executive Board positions defined in Article IV, Section 1, Rucker PTO will divide and add responsibilities to create the separate and distinct roles of Recording Secretary and Communications Secretary as voting members of the Executive Board, who shall be defined as below:

## **1. Executive Board Additions:**

### A. Recording Secretary shall:

- Keep all records of the organization
- Take and record minutes
- Keep a copy of the minutes, bylaws, rules, and any other necessary supplies, and bring them to meetings
- Perform such other duties as may be prescribed in these bylaws or as assigned to him/her by the organization or the Executive Board.

### B. Communications Secretary shall:

- Handle correspondence, writing and sending thank you notes on behalf of the organization
- Ensure notices of meetings are sent to the membership
- Maintain the organization's social media pages
- Maintain the organization's web page
- With the help of the Executive Board, be responsible for maintaining school bulletin boards
- Take pictures at all PTO events as a form of recording the event
- Perform such other duties as may be prescribed in these bylaws or as assigned to him/her by the organization or the Executive Board.