

ENCINAL SCHOOL PARENT TEACHER ORGANIZATION

STANDING RULES

Standing Rules Purpose

The Encinal School Parent Teacher Organization (Encinal PTO) Standing Rules are detailed operational addendums to the Encinal PTO Bylaws. The Standing rules are to be used in conjunction with the Bylaws. The Standing Rules are secondary to the Bylaws and in the event there are any discrepancies between the Encinal PTO Bylaws and Standing Rules, the Bylaws will prevail.

Standing Rules Revisions

The Standing Rules may be revised at any time with a unanimous approval vote by the Encinal PTO Executive Board (“Executive Board”).

Rule I: Membership & Dues

A. Membership

Each school year the Encinal PTO Executive Board will assist with fundraising efforts of the Encinal PTO. These efforts may be made in conjunction with other entities, such as the Menlo Park Atherton Education Foundation, the PTOs of other schools in the Menlo Park City School District, or any entity created for the purposes of joint fundraising between these organizations, and such fundraising efforts include, but are not limited to, the One Community Campaign.

The Executive Board is responsible for participating in any joint fundraising efforts, including, but not limited to, providing volunteers to accept, track, and/or report donations, solicit donations, and communicate messaging to solicit donations.

Annual Membership Dues

In accordance with the Encinal PTO Bylaws, the organization shall authorize and collect membership dues to be used for the operation of the organization.

1. Annual Membership Dues

- (a) The Voting Members have approved \$15.00 annual membership dues.
- (b) The annual membership dues will be collected during the annual membership drive in the Fall of each school year and throughout the school year.

- (c) The proceeds received greater than the \$15.00 annual membership dues are considered a donation to the Encinal PTO.

2. Suggested Donation Guideline Dues

- (a) The Executive Board may determine a suggested donation amount per child to provide a donation guideline to the General Membership.
- (b) The suggested donation is not required to become a Voting Member; only payment of the \$15.00 annual membership dues are required in order to be considered a Voting Member.

Rule II: Meetings

A. Regular General Membership Meetings

In accordance with the Encinal PTO Bylaws, at least two (2) Regular General Membership meetings shall be held during the school year.

1. Timing of Regular General Membership Meetings

The two Regular General Membership Meetings are required by the Bylaws. The Executive Board has determined one will be held in Fall, after the close of the membership drive, and one in late Spring.

2. Budget Approval at the Fall Regular General Membership Meeting

The Treasurer will present the results of the prior fiscal year and budget for the current fiscal year for approval by a majority vote of the Voting Members.

3. Officer Election at the Late Spring Regular General Membership Meeting

The late Spring General Membership Meeting shall include the annual election ratification of the slated Executive Board for the next school year.

4. Preliminary Budget Approval at the Late Spring Regular General Membership Meeting

The late Spring General Membership Meeting shall, to the extent possible, approve a preliminary budget for the following year.

B. Executive Board Meetings

- 1. The Executive Board shall meet monthly during the school year.

2. The first meeting shall take place in September and the last in June. It is the option of the President to call an Executive Board meeting in August.
3. The monthly meetings will take place on the second Thursday of the month, unless the day of the month is otherwise changed by the Executive Board.

RULE III: Officer Responsibilities

The following responsibilities are addendums to the Encinal PTO Bylaws, Section VIII. Officers, C. Officer Responsibilities.

The following Officers are members of the Encinal PTO Executive Board.

A. President

1. Heads the organization as the principle executive officer, subject to the control of the Executive Board and the direction of the membership.
2. Presides at all Executive Board and General Membership meetings when present.
3. Represents the organization as a member of the Menlo Park City School District Council (“District Council”.)
4. Selects and appoints the Parliamentarian and all Standing and Special Committees chairpersons, subject to approval by the Executive Board.
5. Serves as an ex-officio member of all Encinal PTO committees.
6. Perform other duties as may be prescribed in the Bylaws or assigned by the organization.
7. Provides oversight, support and direction to committees and initiatives.
8. Can sign checks on behalf of the Encinal PTO as second signatory on Encinal PTO checks.

B. Vice President

1. Performs the duties of the President, in the absence of the President.
2. Represents the organization as a member of the District Council.
3. Participates on the Encinal PTO Nominating Committee.
4. Performs such other duties as are assigned by the President or Executive Board or as described in the Bylaws.
5. Becomes the President automatically, after serving the Vice President term.
6. Provides oversight and direction to committees and initiatives, including but not limited to membership, book fair and spirit wear.

C. Treasurer

1. Manages basic accounting practices as income posting from deposits, NSF collections and Expense validation, bank transfers and account reconciliations.

2. Check Signatory (2 of 2) and Posting Review. Reviews expenditures prepared by the Financial Secretary to ensure proper posting. Can sign as second signatory on Encinal PTO checks.
3. Manages Paypal administration, buttons and transfers.
4. Prepares a Monthly Financial Analysis and Presentation to the Executive Board.
5. Prepares the annual budget with input from the President, Vice President and Committee Chairs.
6. Presents the results of prior year fiscal year and proposed annual budget of the current year to the General Membership at the Fall Regular General Membership Meeting.
7. Prepares and manages files that are necessary report forms required by the PTO, insurances, and tax returns as required by government agencies.
8. Prepares and manages all documentation for the audit.
9. Maintains all Vendor Forms that are legally binding agreements between Encinal PTO and the Vendor.
10. Maintains accurate records of all Accounting Systems, including record of all receipts and authorized expenditures of the organization.
11. Reports financial receipts and disbursements at each Regular General Membership Meeting and at other times as requested by the Executive Board.
12. Reconcile funds deposited with the membership committee and their database.
13. Provides oversight and direction to committees and initiatives.

D. Financial Secretary

1. Facilitates check writing and expense posting, obtains proper approval for expenditures, prepares check and signs the first of two signatures.
2. Check Custody and Check Signatory (1of2) - Signs as first signatory on Encinal PTO checks and maintains custody of all Encinal PTO checks.
3. Maintains all Paypal reporting.
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5. Receives all monies due and payable to the organization from all sources and deposits such funds in such banks or other financial institutions as selected by the Executive Board.
6. Performs other duties as may be requested by Treasurer.
7. Becomes the Treasurer automatically after serving the Financial Secretary term.
8. Provides oversight and direction to committees and initiatives.

E. Secretary

1. Prepares and maintains accurate minutes of the proceedings of the General Membership and Executive Board.
2. Keeps current copies of all organizational documents and records.

3. Performs other duties as may be prescribed in these Bylaws or assigned by the President or organization.
4. Conducts all necessary Encinal PTO correspondence to volunteers, merchants and Executive Board members to acknowledge appreciation of volunteer time, donations, special events, and any correspondence deemed appropriate by the Executive Board.
5. Notifies officers of their election and chairpersons of their appointment.
6. Provides oversight and direction to committees and initiatives.

F. Community Coordinator

1. Responsible for oversight of PTO efforts to build a sense of community among all students and families.
2. Coordinate efforts to provide additional support to students/families as needed.
3. Provides oversight, support and direction to committees and initiatives, including but not limited to Caring and Sharing, Fall Family Picnic, spring social(s), Cultural Arts Day, 5th grade celebratory events, education fairs (such as science fair or engineering day) and kindergarten playdates and direction to committees and initiatives.

G. HRP Coordinator

1. Responsible for head room parent selection for Encinal at the beginning of the year.
2. Responsible for the training and coordination of the head room parents.
3. Oversees the communication between head room parents and PTO Executive Board.
4. Provides oversight, support and direction to committees and initiatives, including art, garden, library and staff appreciation.

H. Communications Coordinator

1. Manages Encinal written and electronic PTO communications of sponsored programs and benefits to the Encinal School community.
2. Coordinates with the Executive Board and committee chairpersons to determine proper timing and selection of media format (e.g. newsletter, flyer, on-campus poster) for optimal communication to the Encinal School community.
3. Provides oversight, support and direction to committees and initiatives, including the newsletter, website, marquee and yearbook.

I. Auditor

1. Audits the books and records of the organization for the six (6) month fiscal periods ending in January and July.
2. Prepares and presents a report of such audits to the Executive Board.
3. Audits the books and records upon the resignation of the Treasurer or

Financial Secretary or at any other time deemed advisable by the Executive Board.

4. Provides oversight and direction to committees and initiatives.

J. Parliamentarian

1. Attends all Executive Board and General Membership meetings and gives necessary advice in parliamentary procedure when requested.
2. Presides over all Nominating Committee meetings to provide procedural guidance and participates as a member. For further description of Officer Election and Nominating Committee, see Bylaws, Section IX. Officer Election and Section X. Standing Committees, A. Nominating Committee.
3. Conducts the election of the officers at the last General Membership meeting.
4. Reviews the Bylaws and Standing Rules annually and update as necessary.
5. Maintains all PTO documentation (Bylaws, Standing Rules, etc).
6. Provides oversight and direction to committees and initiatives.

K. Teacher Representative

1. Attends Executive Board and General PTO meetings.
2. Participates in meetings with all rights and voting privileges, including the right to make motions, debate and vote.
3. Acts as liaison between Encinal PTO and teaching staff.

L. Principal

1. Attends Executive Board, General PTO, and Room Parent meetings.
2. Participates in meetings with all rights and voting privileges, including the right to make motions, debate and vote.
3. Participates in the Nominating Committee process in an advisory capacity.

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Rule IV: Executive Board

A. Executive Board Responsibilities

The Executive Board responsibilities shall include, but are not limited to, the following:

1. Transacts Encinal PTO operations and activities consistent with the organizational purpose, in accordance with the Standing Rules and Bylaws.
 - a. Receives the Treasurer's financial report at each Executive Board meeting.
 - b. Authorizes purchases and approves expenditures.
 - c. Reviews and approves all merchandise/items with the Encinal School name and/or mascot prior to production and/or sale.

2. Reports on Encinal PTO operational and financial activities to the General Membership at the bi-annual General Membership meetings.
3. Must be Encinal PTO Voting Members and in good standing.

B. Transitional Period

After the spring General Meeting election of the incoming Executive Board, the incoming President may call a meeting of the new Executive Board to begin planning for the next school year, but no financial business shall begin until the beginning of the new term.

Rule V: Committees

A. Committee Overview

1. Committees are established to carry out the work of the organization.
2. The President appoints Chairpersons to serve during the President's term, subject to approval by the Executive Board.
3. Committee Chairpersons must be Encinal PTO Voting Members in good standing (i.e. Encinal PTO member who has paid the donation dues for the current school year).
4. In the event a Committee Chairperson is not fulfilling the responsibilities of the position or engaged in conduct potentially injurious to the organization, the Chairperson may be asked to resign by the Executive Board. The request for resignation must be approved by a majority vote of the Executive Board.
5. There is no limit of years a person may serve as a committee chair.

B. Committee Chairperson Responsibilities

1. Submits any committee funds raised to the Encinal PTO Financial Secretary, according to the Encinal PTO Financial Guidelines (Cash Policy), see Exhibit I.
2. Provides all committee procedures and operations documentation to the Executive Board.
 - a. Returns any pre-existing documentation received at the beginning of the school year.
 - b. Presents all plans of work to the Encinal PTO Executive Board for approval. No work shall be undertaken without the approval of the Executive Board.

- c. Prepares documentation of any changes in committee procedures and operations.
 - d. Prepares a chairperson's report, including committee objective, number of volunteers involved, and funds raised, if applicable.
3. Prepares any newsletter and flyer notices, obtains Principal's approval, and submits to Communications Coordinator.
 - a. Considers newsletter publishing schedule to ensure notices are communicated to Encinal school community in a timely manner.
 - b. Photocopies any necessary hardcopy flyers in the Encinal school office, using the Encinal PTO access code and distributes to teacher boxes.
4. Reports committee updates to the assigned Executive Board liaison when called upon.
5. Reports to Executive Board when called upon.
6. Serves on committee for the school year. In the event the chairperson cannot serve for the year, the chairperson serves, or finds someone to serve, until a successor is appointed by the Executive Board.

Rule VI: Fiscal Guidelines

A. Fiscal Year

The Encinal fiscal year will begin August 1 and end July 31. The Treasurer is required to complete the financial and audit responsibilities associated with the fiscal year of their term, requiring them to complete financial transactions and the audit after their Executive Board term as ended.

B. Expenditure Limits

Each annual budget shall include a Carry-Forward Reserve of \$20,000. This reserve fund is separate from the rest of the budget and cannot be spent during the fiscal year except as otherwise provide for herein and must be replenished annually if used during a fiscal year, whereas the rest of the budget is intended to direct that funds be spent in the same year they are collected. The Carry-Forward Reserve is to be used at the beginning of the next fiscal year to pay for start-up costs that arise before the fundraising can fund them.

The Encinal PTO budget is approved by the Encinal PTO Voting Members at the Fall General Membership meeting. Any unbudgeted expenditures greater than \$5,000 in the aggregate (or in a series of related transactions) require additional approval as follows:

1. Unbudgeted expenditure greater than \$5,000 in the aggregate (or in a series of related transactions) shall require approval by two-thirds of the voting members of the Executive Board.
2. Unbudgeted expenditure greater than \$10,000 in the aggregate (or in a series of related transactions) shall require a majority vote of the Voting Membership at a meeting.

C. Payments of Other Organizational Dues

The Executive Board is authorized to pay District Council dues and all other appropriate organizational annual dues as approved by the Executive Board.

Rule VII: Nominating

The nominating committee shall be composed of up to 5 members (with one alternate selected to replace an elected member who cannot be present) all of whom shall be members in good standing of the Encinal PTO, which shall include the Vice President and the Parliamentarian. The Encinal School Principal shall serve in an advisory capacity. The President shall not serve ex-officio or be elected to the nominating committee.

The alternate may attend meetings and would be a voting member if another member is not present. In the event that a member cannot fulfill the duties, the alternate becomes a permanent member with full voting rights until such time the committee is discharged of its duties (i.e., at the time of election).

Approval by the Encinal School PTO Executive Board

These Standing Rules were updated and approved by the Encinal School PTO Executive Board by a vote, properly called on October 23, 2020, and shall be effective immediately.