

## **LAUREL SCHOOL PTO STANDING RULES – May 2020**

### **Standing Rules Purpose**

The Laurel School Parent Teacher Organization (Laurel PTO) Standing Rules are detailed operational addendums to the Laurel 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 Laurel PTO Bylaws and Standing Rules, the Bylaws will prevail.

### **Standing Rules Revisions**

The Standing Rules may be revised at any time with a majority approval vote by the Laurel PTO Executive Board (Executive Board).

## **RULE I: MEMBERSHIP & DUES**

### **A. Membership**

Each school year the Laurel PTO Executive Board will guide the efforts of the Membership Committee whose job is to manage and coordinate the planning and execution of the Laurel PTO membership campaign. These efforts may require communication and coordination with other MPCSD PTO and MPAEF donation campaigns.

The Membership Committee is responsible for maintaining a planning effort that includes, but is not limited to identification of key dates and planning timeline during the campaign, creation and management of a large donor plan, creation and management of a corporate matching program, and management of reconciliation of donations from these entities in the cases where beneficiary students are enrolled in multiple schools within the MPCSD.

### **B. Annual Membership Dues**

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

#### **1. Annual Membership Dues**

- a. The Voting Members have approved \$10.00 annual membership dues to become a Voting Member in the Laurel PTO.
- b. The annual membership dues will be collected during the annual membership drive conducted in August and September. After the drive is completed, Regular Members may still pay their annual dues and become Voting Members for the remainder of the current school year.

- c. At the end of the membership drive, a list of all members who have paid the annual membership dues and thus are in good standing as Voting Members will be provided to the Executive Board.

## 2. Suggested Donation Guideline

- a. Any proceeds received greater than the \$10.00 annual membership dues for Voting Members are considered a donation to the Laurel PTO.
- b. The Executive Board may determine a suggested donation amount per student to provide a donation guideline to the General Membership.
- c. The suggested donation amount beyond the annual membership dues is not required to be a Voting Member of the Laurel PTO.
- d. Receipts will be provided to all Voting Members who make a donation beyond the \$10.00 annual membership dues in a timely manner, per IRS requirements for charitable donations.

## **RULE II: MEETINGS**

### **A. Regular General Membership Meetings**

In accordance with the Laurel 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 and one in Spring of the school year.

#### 2. Budget Approval at the all Regular General Membership Meeting

The Co-Treasurers will present the fiscal year budget for approval by a majority vote of the Voting Members in attendance at the meeting.

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

The Spring General Membership Meeting shall include the annual election (ratification) of the slated Executive Board for the next school by a majority vote of the Voting Members in attendance at the meeting.

## **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 first Thursday of the month, unless the day of the month is otherwise changed by the Executive Board.
4. Executive board meetings will be permitted to be held electronically (e.g. via telephone or video conference). Board members joining electronically will count towards the formation of a quorum and have the same voting rights as if they were physically present.

## **RULE III: OFFICER RESPONSIBILITIES**

The following responsibilities are addendums to the Laurel PTO Bylaws, Section VIII. Officers, C. Officer Responsibilities. Any officer not listed below will have the responsibilities set forth in the Bylaws. Any officer may act as a liaison to Committee Chairpersons, committees or school project groups, as directed by the President or Executive Board.

### **A. President**

1. Authorizes payments in conjunction with the Treasurer.
2. Represents the Laurel PTO on the Laurel School Site Council.
3. Participates on the Laurel School Service Award (SSA) and Honorary Service Award (HAS) Committee; and manages and presides over the SSA Ceremony along with the Hospitality Committees.
4. Performs other duties as assigned by the Laurel PTO.
5. Prepares and distributes agenda for Executive Board meetings to participants at least 2 days in advance.

### **B. Vice President**

1. Manages the Laurel newsletter operations by overseeing the content and publishing schedule.
2. Plans a Back to School Luncheon for Laurel Staff.
3. Represents the Laurel PTO as a member on the Laurel School Site Council.
4. Participates on the Laurel PTO Nominating Committee.

5. Represents the Laurel PTO at the Laurel School Kindergarten Orientations.
6. Participates on the Laurel School Service Award (SSA) and Honorary Service Award (HSA) Committee.
7. Acts as liaison to Committee Chairpersons, committees, or school project groups, as specified by the President.

### **C. Recording Secretary**

1. Maintains all minutes of all Laurel PTO General and Executive Board meeting proceedings in a binder which serves as the Laurel PTO's legal record. These shall also be published online within 60 days of being approved by the Executive Board.
2. Records all approved motions regarding expenditures in the minutes.
3. Prepares a list of all unfinished and tabled discussion items during Executive Board meetings for the President.
4. Acts as a liaison to Committee Chairpersons, committees or school project groups, as specified by the President.
5. Sends out electronic notices to Executive Board members of upcoming Executive Board meetings one week in advance.

### **E. Co-Treasurers**

1. Manages the financial books of the organization.
2. Beginning 2019-20 school year, records are kept digitally in QuickBooks and Google Drive.
3. Ensures tracking of budget with actual spending throughout the school year.
4. Secures two (2) authorized signatures on all checks (including Bill Pay) over \$1,000. The following Executive Board officers are authorized to sign checks: Co-Treasurer(s), Co-President(s) or Co-Vice President(s), or by any other person as authorized in writing by the Executive Board. The authorized signers may not be related by blood or marriage.
5. Expenditure verification between Co-Treasurers, issuer of reimbursements, review and entry into QuickBooks, Positive Pay upload to financial institution.
6. 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.
7. Ensures all monies deposited are accurately recorded in QuickBooks with all necessary supporting documentation.
8. Ensures that all government filings including taxes and insurance are prepared and filed in a timely manner.
9. Signatures on Tax Returns for the prior year are required to be the Incumbent Co-Treasurer for that school year.

10. Coordinates the updating of authorized bank signatures, removing outgoing Executive Board officers and adding incoming Executive Board officers. The update should occur during the 1st year Co-Treasurer's transition to 2nd year, during the July 15 to August 15 time period, and if needed during the school year.
11. Manages and changes electronic passwords annually for on-line systems used for the role (PayPal, Quickbooks, Gmail, etc.).
12. Prepares and manages files all documentation for audits.
13. Reconcile funds deposited with the membership committee and their databases.
14. Continuous collaboration and training throughout the school year between Co-Treasurers to ensure seamless transition from 1st year position to 2nd year position.
15. Prepares Form 1099-MISC, if the organization pays at least \$600 during the year to a non-employee for services (including parts and materials) performed in the course of the organization's business, to that person by January 31 of the following year.
16. Once the school year has begun, change the code to the PTO lockboxes at both campuses, recording the new codes in the password file and alerting the Co-Presidents who also access the box.

#### **G. Auditor**

1. Audits the Laurel PTO financial accounts and records two times per year:
  - a. Performs a mid-year audit of the current school year, for the first six month period ending January 31<sup>st</sup> and presents findings to the Executive Board at the March Executive Board Meeting for review and approval.
  - b. Performs a fiscal year-end audit, for the six-month period ending July 31<sup>st</sup> and presents findings for review and approval to the Executive Board at the October Executive Board meeting, which occurs after the auditor's formal term has ended.

#### **I. Head Room Parent Coordinator**

1. Prepares and conducts a Head Room Parent training session at the beginning of the school year.
2. Serves as the conduit for all PTO communications to be disseminated to the parents through the Head Room Parents.

#### **J. Parliamentarian**

1. Calls the first meeting of the Nominating Committee by February and gives instruction on procedure.
2. Presides over all Nominating Committee meetings to provide procedural guidance and act as the alternate member.
3. Reports on Nominating Committee progress, as requested by Executive Board.
4. Reviews the Standing Rules and Bylaws of the Laurel PTO on an annual basis and presents recommendations for revisions to the Executive Committee as needed.

#### **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 Laurel PTO and teaching staff.

#### **L. Principal**

1. Attends Executive Board, Regular General and Special General Membership Meetings.
2. Participates in these 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.

### **RULE IV: EXECUTIVE BOARD**

#### **A. Executive Board Responsibilities**

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

1. Transacts Laurel 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.
2. Reports on Laurel PTO operational and financial activities to the General Membership at the bi-annual Regular General Membership

Meetings.

3. All members of the Executive Board must be Laurel PTO Voting Members and in good standing by the first Executive Board Meeting of the school year.

#### **B. Transitional Period**

After the spring Regular General Membership 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 fall school term.

#### **C. Conduct**

Members of the Executive Board will at all times abide by the Civility Code of Conduct in place at that time for the Menlo Park City School District. Failure to abide by these policies will be cause for censure or removal of an Executive Board member or Officer, as determined by the Board in accordance with the Bylaws.

#### **D. Training**

Before October 31 of each school year, the current President, Vice President, and Co-Treasurers will participate in a training course regarding the proper functioning and management of a non-profit entity. Vice President will be responsible for finding the training program acceptable to the Executive Board.

### **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 Laurel PTO Voting Members in good standing.
4. In the event a Committee Chairperson is not fulfilling the responsibilities of the position or is 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 Chairperson.

#### **B. Committee Chairperson Responsibilities**

1. Provides all committee procedures and operations documentation to the Executive Board.
2. Prepares and documents budget needs for the next fiscal year and presents to President and approval prior to end of school year.
3. Submits any committee funds raised to the Laurel PTO Co-Treasurer, according to the Laurel PTO Cash Policy, see Exhibit I.
4. Prepares and submits to the committee's Executive Board liaison by the end of the school year, or one month following the conclusion of the committee event, a summary report of committee procedures and operations. Report should include committee objectives, expected revenues and expenditures, number of volunteers involved and funds raised.
5. Passes on to successor any historical information relevant to the committee.
6. Prepares any newsletter and flyer notices, obtains Vice President's approval (Principal too, if necessary), and submits copies of submissions and/or flyers to the Communication Coordinator.
  - a. Considers newsletter publishing schedule to ensure notices are communicated to Laurel School community in a timely manner.
  - b. Photocopies any necessary hardcopy flyers in the Laurel school office, using the Laurel PTO access code and distributes to teacher boxes.
7. Reports committee updates to the assigned Executive Board liaison when called upon.
8. Reports to Executive Board when called upon.
9. Serves on committee for the school year. In the event the Chairperson cannot serve for the year, the Chairperson continues to serve, or finds someone to serve, until a successor is appointed by the Executive Board.

### **C. Head Room Parent Committee**

Head Room Parents comprise a committee under the lead of the Head Room Parent Coordinator. All Head Room Parents are considered to be a Chairperson for the operations of each classroom and are thus, required to be Voting Member of the Laurel PTO in good standing.

### **RULE VI: FISCAL GUIDELINES**



### **A. Fiscal Year**

The Laurel PTO fiscal year will begin August 1<sup>st</sup> and end July 31<sup>st</sup>. The Treasurer and Auditor are required to complete the financial and audit responsibilities associated with the fiscal year of their term. They are required to complete financial transactions and the audit after their Executive Board term has ended

### **B. Expenditure Limits**

The Laurel PTO budget is approved by the Laurel PTO Voting Members at the Fall Regular General Membership Meeting. Any unbudgeted expenditures greater than \$5,000 require additional approval.

1. Unbudgeted expenditures greater than \$5,000 require a majority vote by the Executive Board.
2. Unbudgeted expenditures greater than \$20,000 require a majority vote of the Voting Membership in attendance at a Regular or Special General Membership 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.

### **Approval by the Laurel School PTO Executive Board**

These Standing Rules were updated and approved by the Laurel School PTO Executive Board by a majority vote during the Executive Board meeting, properly called on May 12, 2020 and shall take effect immediately. They amend and restate all previous versions of the Standing Rules.