

STANDING RULES
of the
HILLVIEW MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION

Standing Rules are intended for use in conjunction with the PTO Bylaws for Hillview Middle School. Standing Rules govern the detailed operations of the PTO organization but are secondary to and may not contradict the PTO Bylaws.

Standing Rules may be changed or revised at any time, but require a majority vote of the Hillview Middle School Executive Board.

Rule 1 – Dues

Membership Drive Dues and Donations

Each member of the organization shall pay annual dues of \$10.00 per member. These dues will be collected during the annual membership drive in September.

Rule 2 – Meetings

General Membership Meeting

At least two General Membership Meetings of the organization shall be held during each school year. The first one shall be held in September or October and the second one shall be held in April or May unless otherwise agreed upon by the Executive Board. As stated in the bylaws, the time and place of the meetings shall be announced at least fourteen (14) calendar days prior to the meeting.

The April or May general membership meeting shall be the annual election meeting at which time officers shall be elected. Notice of the election and slate of officers should be given at least 14 days in advance.

Executive Board Meetings

The Executive Board of the Hillview Middle School PTO organization shall meet each month that school is in session. These meetings will take place on the first Thursday of every month unless otherwise agreed upon. The first meeting shall take place in September and the last in June. Special meetings of the Board may be called by the President, or by three members of the Executive Board. Executive Board members must be notified of these meetings at least 7 days in advance.

Quorum

A quorum will consist of a majority of members of the Executive Board.

Rule 3 – Responsibilities of Officers

Co-Presidents-

- Will preside at all meetings of the membership and Executive Board.
- Shall in general, supervise and control all of the activities of the organization.
- Appoint the parliamentarians, traditionally the outgoing presidents. Appoint chairpersons of committees
- Work with Treasurer and Principal to create and manage the annual PTO budget. Approve minor revisions to the budget. Ensure that substantial revisions to the budget are approved by the Executive Board. A substantial revision is 10% of a primary budget category (e.g. academic enrichment) that also exceeds \$1000.
- Approve all authorizations for payment as appropriate.
- Be the official representative of the organization at the district PTO Council meetings
- Oversee the layout and content of the weekly newsletter as well as handling the approval of all electronic flyers posted to the website
- Monitor PTO insurance policies to assure they provide comprehensive and appropriate coverage. Verify with Treasurer that all insurance payments are kept up to date.
- Perform other duties as assigned by the organization

Co-Vice-Presidents -

- Shall act as aide to the President and shall perform the duties of the President in the absence of that officer
- Represent the organization at the district PTO council meetings
- Identify topics and speakers for the two general meetings of the membership. Advertise the meetings to the membership and host and coordinate all meeting logistics.
- Be in close contact with PTO committees and work with the Volunteer Coordinator to give timely updates of committee work and/or invite members of the committee to PTO Executive Board meetings to give reports.
- Agree to serve as Co-President the following year. Work during the year to learn the role of President and to prepare the organization to function the following year
- Attend executive board meetings, general meetings, speaker programs sponsored by the Hillview PTO, and special meetings called by the Co-Presidents, Principal of the school or Superintendent of the district
- As specified by Co-Presidents, act as liaison to committee chairs, committees or school project groups

Treasurer / Vice Treasurer -

- Treasurer (T) and Vice Treasurer (VT) will work as a team to oversee the finances of the Hillview PTO. This is a two-year term where the incoming Vice-Treasurer will be the Treasurer the following year. A recommended

breakdown of duties is outlined below and in the Treasurer binders. However, the Treasurer and Vice-Treasurer may divide duties as they see fit.

- The Treasurers will safeguard all account numbers, passwords and other confidential information.
- Keep records of all PTO accounts and financial reports in accordance with IRS guidelines and recommended PTO record retention rules in order to establish income and expenses, and in the event of an external audit. Maintain accounts on PTO's software accounting system (e.g. Quickbooks, Bill.com, Paypal). (T)
- Receipts and disbursements shall be accounted for (VT).
- All financial records shall be retained for seven years. Other records as specified in the Treasurer's notebook must be retained indefinitely. (T)
- Chair the budget committee and prepare the budget for adoption. Present the Financials and Budget recommendations at the Spring and Fall General Meetings (T and VT).
- Pay all bills and reimbursements as authorized by a Co-President, the school Principal or a committee chair in accordance with the budget. Any expenses exceeding \$1000 must have an additional approval from one of the Co-Presidents. This approval can be in the form of a signature on a check or an email. The Treasurer/Vice-Treasurer can directly authorize expenses under \$1000 that fall under the PTO Operating Expenses category. Disbursements may be made in the form of checks or electronically; however, the approval protocol above applies to either method. (T)
- Manage accounts used to accept electronic payments (e.g. PayPal). Provide detail to Committees and Board as needed. (T)
- Provide reconciled bank and electronic payment processing institution statements to the Auditor for approval by the 20th of the following month. Provide reconciled banks statements and general ledger accounts to the Auditor on a timely basis for the semi-annual audits. (T)
- Present a treasurer's report (Year to Date Financials vs Budget and Cash Positions) at every meeting of the organization and executive board. A Fiscal Year-End financials shall be produced and other reports produced as appropriate. (T)
- Ensure that the organization has obtained appropriate insurance coverage as determined by the Executive Board. This includes, but is not limited to, general liability insurance, liability insurance for after school sports and other insurance policies as appropriate. (T and VT)
- Be responsible for filing all tax returns as required by government agencies and working with the external accountant to prepare the returns. (T)
- Handle non-profit filings/ registrations, including but not limited to (T):
 - Registry of charitable trusts for RRF-1 (Dec. 15)
 - Domestic Non-Profit Form SI-100 (May)
- Renewal of PTO Today Plus Annual Membership
- Handle all 1099 Distribution/W-9 Collection (VT)
- Attend executive board meetings, general meetings, speaker programs sponsored by the Hillview PTO, and special meetings called by the

Co-Presidents, Principal of the school or Superintendent of the district. (T and VT).

Financial Secretary -

- The Financial Secretary shall receive any cash and check based monies due and payable to the organization from all sources and shall promptly deposit such funds in such banks or other organizations as selected by the PTO executive board. The financial secretary shall retain a copy of the deposit slip and forward the bank's deposit receipt and related paperwork to the Vice-Treasurer.
- Follow up on NSF (non-sufficient funds) checks.
- Handle documentation pertaining to matching gift funds.
- Attend executive board meetings, general meetings, speaker programs sponsored by the Hillview PTO, and special meetings called by the Co-Presidents, Principal of the school or Superintendent of the district
- As specified by Co-Presidents, act as liaison to committee chairs, committees or school project groups

Recording Secretary –

- Keep an accurate record of the proceedings of all meetings of the organization and the executive board in a bound book which is the legal record of this PTO
- Keep current copies of all organizational documents and records
- Record all expenditures in the minutes
- Keep a current list of all paid members of the organization provided by the membership chairman
- Conduct all necessary correspondence of the organization upon authorization of the president, executive board or organization
- Write notes of appreciation on behalf of the board to committee chairmen and other significant volunteers and school community participants as needed throughout the year.
- Notify officers of their election
- Attend executive board meetings, general meetings, speaker programs sponsored by the Hillview PTO, and special meetings called by the Co-Presidents, Principal of the school or Superintendent of the district
- As specified by Co-Presidents, act as liaison to committee chairs, committees or school project groups

Communications Chair –

- Shall oversee written and electronic PTO communications to members and staff to ensure the consistency and timeliness of messages, including overseeing the editorial process of the weekly school newsletter, assisting with PTO membership drive communications and overseeing that the PTO website, PTO calendar and school media (Facebook, Twitter, etc.) are kept up-to-date.
- Shall oversee publicity to the community at large regarding PTO events under the direction of the Executive Board and the District Office

- Shall ensure the maintenance of all school publications distributed throughout the year for archival reference to ensure that future administrations have access to the official history of the organization and annual records of all of the activities of the organization
- Attend executive board meetings, general meetings, speaker programs sponsored by the Hillview PTO, and special meetings called by the Co-Presidents, Principal of the school or Superintendent of the district
- As specified by Co-Presidents, act as liaison to committee chairs, committees or school project groups

Auditor –

- Audit the books and financial records of the organization as of February and August each year
- Review and approve the monthly bank and electronic payment processing reconciliation reports provided by the Treasurer.
- Prepare and present a written report of such audit to the PTO executive board at the April and October board meetings.
- Prepare an audit of the books and records upon resignation of the Treasurer or at any other time deemed advisable by the Executive Board
- Attend executive board meetings, general meetings, speaker programs sponsored by the Hillview PTO, and special meetings called by the Co-Presidents, Principal of the school or Superintendent of the district
- As specified by President, act as liaison to committee chairs, committees or school project groups

Volunteer Coordinator –

- Attend all meeting of the organization and executive board and give advice in parliamentary procedure as necessary.
- Be responsible for oversight, communication, and direction of volunteers in regard to school and PTO activities and initiatives.
- Communicate ongoing short and long term volunteer opportunities via newsletter and/or announcements.
- Create and maintain database of interested volunteers.
- Act as liaison between parent volunteers and committee chairs/school administrators.
- Attend executive board meetings, general meetings, speaker programs sponsored by the Hillview PTO, and special meetings called by the Co-Presidents, Principal of the school or Superintendent of the district
- As specified by Co-Presidents, act as liaison to committee chairs, committees or school project groups

After School Sports Coordinator –

- Attend all meeting of the organization and executive board and give advice in parliamentary procedure as necessary
- Shall administer After School Sports along with a volunteer team.

- Work with Assistant Principal to assign location for each sport.
- Prepare monthly reports, when necessary, to be presented at the PTO Executive Board meetings.
- As specified by Co-Presidents, act as liaison to committee chairs, committees or school project groups

After School Activities Coordinator -

- Attend all meeting of the organization and executive board and give advice in parliamentary procedure as necessary
- Shall administer After School Activities along with a volunteer team.
- Get approval for vendor requests to run new programs from PTO Co-Presidents, PTO Executive Board and/or Principal.
- Work with Assistant Principal to assign location for each activity.
- Make sure vendors procure all paperwork with the district and the PTO.
- Guide vendors on how to publicize/promote their activities on campus, in the newsletter and on the Hillview website.
- Prepare monthly reports, when necessary, to be presented at the PTO Executive Board meetings.
- As specified by Co-Presidents, act as liaison to committee chairs, committees or school project groups

Co-Parliamentarian –

- Attend all meeting of the organization and executive board and give advice in parliamentary procedure as necessary
- Chair the bylaws committee and review bylaws and standing rules annually
- Recruit members to a nominating committee in January and submit names to the executive board for approval at the February board meeting. Call the first meeting of the nominating committee by February, appoint the chair of the committee and give instruction on procedure.
- Be available to the nominating committee in an advisory capacity and report the activities of the committee as requested by the executive board.
- Conduct the election of the new officers at the general meeting of the membership.
- Attend executive board meetings, general meetings, speaker programs sponsored by the Hillview PTO, and special meetings called by the Co-Presidents, Principal of the school or Superintendent of the district
- As specified by Co-Presidents, act as liaison to committee chairs, committees or school project groups

Teacher Representative –

- Attend PTO executive board and general meetings
- Prepare an oral report for executive board meetings including teacher perspectives and concerns to facilitate communication between the PTO and staff

- Act as liaison between PTO and staff
- Be entitled to all rights and voting privileges of membership including the right to make motions, debate and vote

Principal –

- Attend PTO executive board and general meetings
- Prepare an oral report for executive board meetings communicating relevant information to the PTO.
- Be entitled to all rights and voting privileges of membership including the right to make motions, debate and vote

Vice-Principal –

- Attend PTO executive board and general meetings
- Prepare an oral report for executive board meetings communicating relevant information to the PTO.
- Be entitled to all rights and voting privileges of membership including the right to make motions, debate and vote

Rule 4 – Role of Executive Board

Responsibilities

The executive board has responsibilities that include but are not limited to the following:

Consists of officers listed above

Is subject to the orders of the organization

Authorize bills within limits of budget

Create committees

Present a report at meetings of the organization

Receive a financial report from treasurer at each meeting

Must be voting members of the PTO in good standing

Term of Office

Term of office shall commence August 1st and end July 31st.

Transitional Period

Transitional Period – Between the election and end of current terms, the new Board shall begin planning and meeting for purposes of preparing for the following year. The vice president shall conduct business as authorized by the current president. The term of office commences on August 1st for the purpose of matching the fiscal year, but for all intents and purposes, the new board can conduct business as authorized by the current board.

Rule 5 – Committees

Role of Committees and Members

Committees will be established to carry on the work of the organization.

Chairman shall be members of the PTO.

During the prior spring, Co-Vice Presidents shall appoint Chairmen of committees for the school year commencing in the fall. If additional Chairmen are needed during the school year, the Co-Presidents shall appoint them.

Responsibilities of Committee Chairman

A chairman of a committee has responsibilities that include but are not limited to the following:

- Must turn over all funds related to that committee's operations
- Must turn over written documents used to operate the committee at the end of their term
- Communicate all plans of work to the co-presidents for approval. No work that is significantly different from previous years shall be undertaken without the approval of the co-presidents.
- Shall report to their assigned executive board liaison when called upon
- Shall complete a chairman's report that shall be compiled annually and filed in a procedure book for that committee and filed with the president
- Will serve on committees for one year or until a successor has been appointed.

Resignation of chairman

A chairman of a committee may be asked to resign when engaged in conduct that would be injurious to the organization or when not fulfilling the responsibilities of that committee. A vote of the majority of the executive board shall make that determination.

Rule 6 – Fiscal Guidelines

Fiscal Year

The fiscal year will begin August 1st and end July 31st. Because taxes are filed on a calendar year basis, the Auditor's term will begin Jan 1st and end December 31st, they will continue their responsibilities associated with the prior fiscal year, even after their term has expired.

Check Limits

The Executive Board, with a two-thirds majority vote, must authorize payment of organizational bills of any amount exceeding \$10,000.

Rule 7 – Nominating

The nominating committee shall be composed of 5 members with 1 alternate, all of whom shall be members of the organization. Effort should be made to ensure that two committee members reside in the Laurel-Encinal school boundary area and two committee members reside in the Oak Knoll school boundary area.

The nominating committee shall be recruited by the Co-Parliamentarians in January and elected by the current Executive Board in February or at least two months prior to the annual election meeting in April or May. The committee shall serve until the annual election meeting. The Co-Parliamentarians shall instruct the nominating committee regarding procedures for recruiting board members and shall serve in an advisory capacity to the nominating committee as needed. The Co-Presidents shall not serve ex-officio or be elected to the nominating committee. The Principal and Vice Principal of the school and the Co-Vice Presidents shall review the proposed slate of officers prior to election and serve in an advisory capacity. The nominating committee will inform the current board of the proposed slate prior to announcement to the general membership for informational purposes only.

The alternate should attend meetings and would become a voting member if an elected member were not present. In the event that an elected member cannot fulfill the duties, the alternate becomes the permanent member, replacing the elected member, with full voting rights until such time as the committee is discharged of its duties (at the time of election).

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The Nominating Committee shall advertise and solicit nominations for the Executive Board to the school community via the school newsletter and by personal contact as needed. In order to condense the work into an efficient and early timeframe and maximize chances of securing strong board members before they have committed to other activities, the Co-Parliamentarians should consider writing and submitting newsletter announcements for all school newsletters in the district before the board has approved the nominating committee. All members of the PTO who are nominated either by themselves or others must be contacted personally by a committee member prior to the selection of an executive board. The committee shall ascertain the interest level and qualifications of all parties nominated for each position and select the best candidates in an unbiased and impartial way. The committee shall hold all names and information regarding nominees as confidential. Members of the proposed slate will remain confidential until announcement to the general membership. Nominees who are not placed on the slate by the nominating committee must be informed personally prior to announcement of the slate.