

**STANDING RULES**  
*of the*  
**HILLVIEW MIDDLE SCHOOL**  
**PARENT TEACHER ORGANIZATION**

These standing rules of the Hillview Middle School Parent Teacher Organization (the "Hillview PTO" or the "PTO") (such standing rules hereinafter referred to as the "Standing Rules") are intended for use in conjunction with the bylaws of the Hillview PTO (such bylaws hereinafter referred to as the "PTO Bylaws" or the "Bylaws") for Hillview Middle School. Standing Rules govern the detailed operations of the Hillview PTO 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 PTO Executive Board (the "Executive Board").

**Rule 1 – Funding**

The organization shall accept distributions from the annual parent fundraising efforts as well as additional contributions made by individuals or organizations directly to the organization to be used for operating expenses.

**Rule 2 – Meetings**

**General Membership Meeting**

At least two General Membership meetings of the organization shall be held during each school year. The first meeting shall be held in November and the second meeting 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 general membership 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 fourteen (14) calendar days in advance.

**Executive Board Meetings**

The Executive Board shall have regularly scheduled meetings each month that school is in session, unless the Executive Board agrees by unanimous vote to set aside a specific regularly scheduled Executive Board meeting date. These meetings will be scheduled to take place at a date and time as determined by the Presidents, unless otherwise agreed upon by the Executive Board. The first meeting shall take place in September and the last meeting shall take place in June. Adequate notice of scheduled Executive Board meetings shall be given to all members of the Executive Board and, in the absence of an emergency, at least fourteen (14) calendar days in advance.

### Special Board Meetings

Special meetings of the Executive Board may be called by any President or by a majority of the Executive Board. Adequate notice of special meetings shall be given to all members of the Executive Board and, in the absence of an emergency, at least fourteen (14) calendar days in advance.

### Quorum

A majority of the regular members of the Executive Board shall constitute a quorum for the transaction of business. Although standing committee chairpersons are entitled to vote pursuant to the Bylaws as ex-officio members of the Executive Board, they shall not be included in the determination of establishing a quorum.

## **Rule 3 – Responsibilities of the Board**

### ***Presidents***

Presidents shall:

- Preside at all meetings of the membership and Executive Board.
- In general, supervise and control all of the activities of the organization.
- Appoint the Parliamentarian, traditionally one of the outgoing presidents. Appoint chairpersons of committees.
- Meet with the Principal on a regular basis (frequency to be determined by the Co-Presidents; biweekly is preferred) to discuss current topics of importance, to offer support and to collaborate.
- Work with the 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 \$1,000.
- Approve all authorizations for payment as appropriate.
- Be the official representative of the organization at the Menlo Park City School District District Council (the “District Council”) meetings.
- Provide editorial review of the weekly newsletter in addition to providing editorial review of the website as necessary.
- Monitor PTO insurance policies to assure they provide comprehensive and appropriate coverage. Verify with the Treasurer that all insurance payments are kept up to date.
- Provide the agenda and advertise the meetings to the parent community and host and coordinate all meeting logistics.
- Perform other duties as assigned by the organization.

### ***Vice-Presidents***

Vice-Presidents shall:

- Act as an aide to the Presidents and shall perform the duties of President in the absence of that officer.

- Represent the organization at the District Council meetings.
- Support PTO committee leads and work with the Volunteer Coordinator to give timely updates of committee work.
- Agree to serve as 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 Presidents, Principal of the school or Superintendent of the Menlo Park City School District (the “School District”).

### ***Treasurer / Vice-Treasurer***

The 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's documents. However, the Treasurer and Vice-Treasurer may divide duties as they see fit. The Treasurer and Vice-Treasurer shall:

- Safeguard all account numbers, passwords and other confidential information.
- Keep records of all PTO accounts and financial reports in accordance with Internal Revenue Service 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)
- Account for receipts and disbursements. (VT)
- Retain all financial records, including tax records, in hard copy or electronic form, for seven years. Other records, including audit reports, insurance records, and end-of-year statements, should be retained permanently, in hard copy or electronic form. (T)
- Chair the Budget Committee and prepare the budget for adoption. Present the financials and budget recommendations at the Spring and Fall general membership meetings. (T and VT)
- Pay all bills and reimbursements as authorized by a President, the school Principal or a committee chairperson in accordance with the budget. All committee expenses must be approved by an appropriate committee chairperson. Expenses incurred by a committee chairperson must be signed off on by another committee chairperson or President. Any expenses exceeding \$1,000 must have an additional approval from one of the Presidents. This approval can be in the form of electronic approval via a billing system or a signature on a check or an email. The Treasurer/Vice-Treasurer can directly authorize expenses under \$1,000 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 bank 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 meeting. 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 financial accountant to prepare the tax returns. (T)
- Handle non-profit filings/registrations, including, but not limited to: (T)
  - Registry of Charitable Trusts Form RRF-1 (during the tax preparation process)
  - Domestic Non-Profit Statement of Information Form SI-100 (May)
- Handle all 1099 Distribution/W-9 Collection. (VT)
- Attend Executive Board meetings, general meetings, and special meetings called by the Presidents, Principal of the school or Superintendent of the School District. (T and VT)
- Expense payment or reimbursement shall not be made without submission to the Treasurer/Vice-Treasurer of a completed and properly executed expense reimbursement form. (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 Treasurer.
- Follow up on NSF (non-sufficient funds) checks.
- Handle documentation pertaining to matching gift funds
- Work with the OCC staff as OCC Donation Data Tracker to ensure transparency and provide accurate donation information and record keeping of direct donations received by the PTO.
- Track, deposit and report to PTO and school leadership, donations made during the fund raising campaign from non-parent school staff
- Attend Executive Board meetings, general meetings, and special meetings called by the Presidents, Principal of the school or Superintendent of the School District.
- As specified by the Presidents, act as liaison to committee chairs, committees or school project groups.

### ***Recording Secretary***

The Recording Secretary shall:

- Keep an accurate record of the proceedings of all meetings of the organization and the Executive Board in a bound book or maintained electronically (currently in the [Hillview PTO Board Google Drive](#), with access given to all current members of the Executive Board), which is the legal record of this PTO.
- Keep copies of all presentations and reports presented at each meeting with the records of such proceedings, including the Treasurer's Report.
- Keep current copies of all organizational documents and records.
- Record all discussion of significant expenditures in the minutes.
- Conduct all necessary correspondence of the organization upon authorization of the Presidents, Executive Board or organization.
- Write notes of appreciation on behalf of the Executive Board to committee chairpersons and other significant volunteers and school community participants as needed throughout the year.
- Notify officers of their election.
- Provide approved minutes of all Board meetings and all general meetings in the shared PTO Website folder so the Webmaster can make these available on the PTO website.
- Attend Executive Board meetings, general meetings, and special meetings called by the Presidents, Principal of the school or Superintendent of the School District.
- As specified by the Presidents, act as liaison to committee chairs, committees or school project groups.

### ***Communications Chair***

The 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, overseeing particular PTO-related content on the website in addition to supporting administration on general website updates, update relevant PTO events on the school and community calendar and ensure that school social media (e.g. Facebook, Twitter) are kept up-to-date.
- Oversee publicity to the community at large regarding PTO events under the direction of the Executive Board and the School District office.
- 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, and special meetings called by the Presidents, Principal of the school or Superintendent of the School District.

- As specified by the Presidents, act as liaison to committee chairs, committees or school project groups

### ***Auditor***

The Auditor shall:

- Audit the books and financial records of the organization as of February and as of 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, and special meetings called by the Presidents, Principal of the school or Superintendent of the School District.
- As specified by the President, act as liaison to committee chairs, committees or school project groups.
- The term of office for the Auditor shall commence August 1<sup>s</sup> and end July 31<sup>st</sup>, during which time the Auditor shall be an officer of the Executive Board and have a right to vote. However, the duties of the Auditor will extend beyond July 31<sup>st</sup> until the end of the same calendar year until Dec 31<sup>st</sup> with respect to two items: (i) to present the July 31<sup>st</sup> year-end audit in October and (ii) to be available to support the financial team for any prior fiscal year questions, during which time the Auditor shall not have voting rights as a member of the Executive Board.

### ***Volunteer Coordinator***

The Volunteer Coordinator shall:

- Attend all meetings of the organization and Executive Board.
- 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, and special meetings called by the Presidents, Principal of the school or Superintendent of the School District.
- As specified by the Presidents, act as liaison to committee chairs, committees or school project groups.

### ***After School Athletics Coordinator(s)***

The After School Athletics Coordinator(s) shall:

- Attend all meetings of the organization and Executive Board.

- Administer After School Athletics along with a volunteer team.
- Work with Assistant Principal or Athletic Director to assign location for each sport.
- Prepare monthly reports, when necessary, to be presented at the PTO Executive Board meetings.
- As specified by the Presidents, act as liaison to committee chairs, committees or school project groups.

### ***After School Programs Coordinator***

The After School Programs Coordinator shall:

- Attend all meetings of the organization and Executive Board.
- Administer After School Programs along with a volunteer team.
- Get approval for vendor requests to run new programs from PTO Presidents, PTO Executive Board and/or Principal.
- Work with the 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 the Presidents, act as liaison to committee chairs, committees or school project groups

### ***Parliamentarian***

The Parliamentarian shall:

- Attend all meetings of the organization and Executive Board and give advice in parliamentary procedure as necessary.
- Provide guidance on corporate governance issues, such as establishing and determining quorum, majority, Board membership, and voting privileges based on the Bylaws.
- Chair the Bylaws Committee and review Bylaws and Standing Rules annually.
- Recruit members to a Nominating Committee (as described herein) in January and submit names to the Executive Board for approval by majority vote 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, and special meetings called by the Presidents, Principal of the school or Superintendent of the School District.
- As specified by the Presidents, act as liaison to committee chairs, committees or school project groups.

### ***Teacher Representative***

The Teacher Representative shall:

- 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***

The Principal shall:

- 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 the Executive Board**

### ***General Responsibilities and Requirements of the Executive Board***

The members of the Executive Board shall be subject to the following requirements and have the following responsibilities that include, but are not limited to:

- Shall be subject to the orders of the organization;
- Shall, at the commencement of their term of office, review the Bylaws and Standing Rules of the organization and provide acknowledgement to the Parliamentarian of such review with comments and revisions, if any, to the provisions within such corporate governance documents relating to their role on the Executive Board;
- May authorize bills and expenses within budgetary limits;
- May create committees;
- May be required to present a report at meetings of the organization;
- Has the right to receive a financial report from the Treasurer at each meeting;
- Must be voting members of the PTO and in good standing.

### ***Term of Office***

Term of office for members of the Executive Board shall commence August 1<sup>st</sup> and end July 31<sup>st</sup>.

### ***Transitional Period***

Between the election of the new officers and the end of the current terms for existing officers, the new Executive Board shall begin planning and meeting for purposes of preparing for the following school year. The Vice-Presidents shall conduct business as authorized by the current Presidents. The term of office for members of the Executive Board commences on August 1<sup>st</sup> for the purpose of matching the fiscal year, but for all



intents and purposes, the new Executive Board can conduct business as authorized by the current Executive Board.

## **Rule 5 – Committees**

### **Role of Committees and Members**

- Standing and special committees will be established to carry on the work of the organization.
- All committee chairpersons shall be members of the PTO in accordance with the PTO Bylaws.
- During the prior spring, Vice-Presidents shall appoint chairpersons of committees for the school year commencing in the following fall. If additional chairpersons are needed during the school year, the Presidents shall appoint them.

### **Responsibilities of Committee Chairperson**

A chairperson 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;
- Must communicate all plans of work to the Presidents for approval. No work that is significantly different from previous years shall be undertaken without the approval of the Presidents;
- Shall report to their assigned Executive Board liaison when called upon;
- Shall complete a chairperson's report that shall be compiled annually and filed in a procedure book or filed electronically for that committee and filed with the Presidents;
- Shall, at the commencement of their term of office, review the Bylaws and Standing Rules of the organization and provide acknowledgement to the Parliamentarian of such review with comments and revisions, if any, to the provisions within such corporate governance documents relating to their role as committee chairperson;
- Shall, at the commencement of their term of office, review the PTO website of the organization and provide acknowledgement to the Parliamentarian of such review with comments and revisions, if any, to the description and role of their committee or other references to such role provided on the website;
- Will serve on committees for one year or until a successor has been appointed.

### **Resignation of Chairperson**

A chairperson 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 1<sup>st</sup> and end July 31<sup>st</sup>.

### Expense Approvals

The Executive Board, with a two-thirds majority vote, must authorize payment of all bills \$10,000 or greater. This requirement cannot be avoided by dividing expenses across bills; any individual expense of \$10,000 or greater that is divided into separate bills which fall under \$10,000 must be approved per this requirement. This requirement does not apply to payments aggregated by the bank, provided that such payments are comprised of bills that have been appropriately authorized pursuant to the Bylaws and Standing Rules.

### **Rule 7 – Nominating Committee**

The “Nominating Committee” shall be composed of 5 members with 1 alternate, all of whom shall be members of the organization. With respect to the Nominating Committee:

- Every effort shall be made each year to ensure that the Nominating Committee shall have at least one member whose child(ren) attend(ed) Encinal School, one member whose child(ren) attend(ed) Laurel School, and one member whose child(ren) attend(ed) Oak Knoll School.
- The Nominating Committee shall be recruited by the Parliamentarian in January and the names submitted to the current Executive Board for approval by majority vote at the February Executive Board meeting or at least two months prior to the general membership meeting in April or May. The Nominating Committee shall serve until the general membership meeting in April or May where the slate of officers proposed to be elected shall be approved.
- The Parliamentarian shall instruct the Nominating Committee regarding procedures for recruiting Executive Board members and shall serve in an advisory capacity to the Nominating committee as needed. The Presidents shall not serve ex-officio or be elected to the Nominating Committee.
- The Principal and the Assistant Principal of the school and the Vice-Presidents shall review the proposed slate of Executive Board officers prior to election and serve in an advisory capacity. The Nominating Committee will inform the current Executive Board of the proposed slate of officers prior to announcement to the general membership for informational purposes only.
- The alternate member of the Nominating Committee 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).
- 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 Parliamentarian should consider

writing and submitting newsletter announcements for all school newsletters in the School District before the Executive 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 Nominating Committee member prior to the selection of the slate of officers to the 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 Nominating Committee shall hold all names and information regarding nominees for positions on the Executive Board as confidential. Members of the proposed slate of officers will remain confidential until an announcement is made 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 at the general membership meeting.

These Standing Rules were adopted by the organization with a unanimous vote taken over email and effective as of March 12, 2021.

Katherine Robinson  
Hillview Middle School  
Parent Teacher Organization  
Recording Secretary 2020-2021