

Montera Middle School Parent Teacher Organization (PTO)
STANDING RULES
April 2012

Meetings

Board meetings will be held the last Thursday of the month at 7:00 p.m. in the library. General meetings will be held the first Tuesday of the month at 7:00 p.m. in the library. Any non-PTO material to be distributed at an organization meeting must be approved by the president or by a majority of the board present and voting prior its distribution.

Agenda

The president, in consultation with the members of the board, shall prepare and distribute the agenda for each board meeting. Any officer may request that an item of business or an announcement be placed on the agenda for any board meeting. At least twenty-four hours notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the board agenda.

The president, in consultation with the members of the board, shall prepare and distribute the agenda for each general membership meeting. Any member of the organization may request that an item of business or an announcement be placed on the agenda for any general membership meeting. At least seven (7) days' notice, in writing, must be given to the president in order to have an item of business or an announcement placed on the general membership meeting agenda.

Any request for consideration of an item of business that is not part of the agenda of any meeting of the board or of the general membership, may be added to the agenda of that meeting upon the concurrence of three-fourths ($\frac{3}{4}$) of those present and voting.

Officers' Duties & Standing Committees

At the beginning of his/her term of office, each member of the board shall be given a copy of the bylaws and standing rules and shall be responsible for making a thorough study of them. A copy of the bylaws and standing rules shall be made available to any member of the organization upon request, and shall be posted on the organization's webpage.

Each officer and chairperson shall be responsible for keeping an up-to-date procedure binder and for turning it over to the incoming officer or chairperson at the end of the term of office, or sooner, if appropriate.

Board members are required to attend board and general meetings. The board member is requested to inform in advance the meeting chair if he/she is unable to be present.

Vice presidents that oversee committees are responsible to meet with the chairs of the committees at the beginning of the school year and establish a communication plan for the year. The board structure was established to streamline communication and effectiveness of board meetings. It is the responsibility of the VPs to communicate progress and concerns for committees that report to them.

The following descriptions and specifications are clarifications or specifications of roles and responsibilities of those provided in the bylaws of this organization.

Officers Roles and Responsibilities

President – The president shall work with the board and the Montera principal to set the vision and priorities for the organization. The president shall involve the board in decisions that impact the direction and vision of the board. Specific responsibilities include:

- The president shall perform those duties and exercise those powers set forth in the bylaws of this organization, and shall:
- Work with the principal and administrative staff to establish a calendar of events prior to the start of the school year. At a minimum, the schedules should be established for board and general meetings and major fundraisers.
- Set the agenda and chair the board and general meetings.
- Establish and approve expenditures for administrative and operational budget items.
- Oversee and coordinate the work of all officers and committees of the organization.
- Communicate on behalf of the organization to the Montera community.
- Serve as a member of the mini-grant committee.
- In the absence of any vice president, the president shall assume the responsibilities of the absent vice president, and may delegate such duties and responsibilities to other officers of the organization as may seem prudent.

1st Vice President (VP) – The 1st VP is the organization's liaison to the School Site council (SSC) and Montera staff. He/she shall work to establish effective and routine communications with the SSC, teachers, and other staff. Specific responsibilities include the following:

- The first vice president shall perform those duties and exercise those powers set forth in the bylaws of this organization.
- Attend SSC meetings and submit written report to board at least one day prior to board meetings.

- Request time from principal to communicate with teachers at monthly staff meetings.
- Establish and approve expenditures for any teacher- or staff-related budget items (e.g., teacher stipend)
- Chair the mini-grant committee.

VP of Fundraising – The Fundraising VP is responsible for coordinating and overseeing efforts to raise the necessary funds to meet the budget established by the budget committee and approved by the board in consultation with the board elect, and approved by the general membership. The Fundraising VP oversees the following committees or major fundraising activities: 8th Grade Activities, Annual Giving, Auction (or other-determined major fundraiser), ESCRIP, and General Fundraisers (e.g., Movie Nights, Read-A-Thon).

This vice president shall perform those duties and exercise those powers set forth in the bylaws of this organization, and shall:

- Hold routine meetings of the fundraising committee to coordinate and schedule all fundraising activities.
- Be responsible for providing to the board a written plan for raising funds as established by the approved budget.
- Review and make recommendations concerning ad hoc fundraising opportunities
- Establish a proposed budget for fundraising expenses and approve expenditures for fundraising activities.

VP for Technology- The VP of Technology shall perform those duties and exercise those powers set forth in the bylaws of this organization, and shall: be responsible for development of standards, procedures and documents of technology used by the PTO Board and Montera Community. The VP provides support to the following PTO functions and areas:

- **Website development and implementation of content for all areas of the web community; provide documents and training to volunteers for web site maintenance; provide support to the Board Members and other Montera volunteers using the web site to promote activities.**
- **Will Registrar coordinates Montera staff, PTO Board Members, parents and student information database with emphasis on contact information for volunteers and Montera Middle School activities.**
- **Maintain Google e-mail for documents, updates and Montera specific (monterapto.org) mail system. Create and maintain specialized mailing group to support Montera volunteer outreach efforts.**
- **Maintain Google.docs for documents, updates and shared work Montera Board reports and source materials.**

- **Maintain all other digital media as new technology emerge to be used by the Montera PTO and school community.**

VP of Marketing and Communications – The Marketing and Communications VP is responsible for coordinating all communications efforts. The Communications VP oversees the Editor of the Monitor Newsletter. This vice president shall perform those duties and exercise those powers set forth in the bylaws of this organization. This vice president shall:

- Ensure that all necessary and relevant information is posted to the school's website, including board and general meeting minutes
- Update the organization's calendar (both web and school bulletin board with meetings held by the organization and fundraising events coordinated by the organization.
- Coordinate publication of the weekly ebulletin.
- Coordinate communication with all distribution sources (e.g., organizations director, Yahoo group, etc.).
- Oversee publication of the Monitor Newsletter (six publications, distributed with each marking-period report card); Coordinate input for information with the newsletter editor.
- Establish recommended budget for communications and marketing activities, and approve expenditures for such activities.

VP of Outreach and Membership – The Outreach and Membership VP oversees and is responsible for attracting and committing members to the organization. The membership of the organization is the organization's primary source for volunteers and donors. This VP oversees the Diversity and Inclusion Chair. This vice president shall perform those duties and exercise those powers set forth in the bylaws of this organization. In addition, this VP oversees the Hospitality Committee. This vice president shall perform those duties and exercise those powers set forth in the bylaws of this organization, and shall:

- Coordinate with the Communications and Marketing and the VP for Volunteer Coordination to communicate volunteer needs.
- Oversee efforts of Speaker Coordinator who researches, solicits, and provides interesting and relevant speakers for general meetings.
- Oversee efforts of Parent Educator Coordinator who establishes parent education materials and coordinates outreach and assistance to parents and guardians of students at the school.
- Coordinate and oversee communications with feeder schools and the community at large, and arrange for tours of Montera to prospective families.
- Establish a recommended budget for outreach activities and approve expenditures for outreach activities.
- This vice president, together with the VP for Volunteer Coordination, shall establish a registration committee, in coordination with the Montera vice principal, to set up all necessary organization materials at the school's

mandatory registration, which is held for 3-days the week prior to the first day of school. This vice president shall ensure that the organization is represented and adequately staffed at registration. This vice president, in conjunction with the VP for Volunteer Coordination, shall ensure that all necessary materials are provided to the organization's representatives at registration, which include, at a minimum:

- membership sign up (real-time electronic, if possible),
 - Annual Giving form and mechanisms for payment (e.g., receipt of checks and credit card payment),
 - volunteer sign-up sheets for all committees,
 - list of board and committee members (including sign-up for unfilled positions),
 - Calendar of events.
- This vice president shall coordinate efforts to solicit membership at every opportunity, including parent-attended school events (e.g., Back-to-School Night, concerts, fundraisers, Open-House).
 - Provide leadership and direction to the Diversity and Inclusion Committee Chair, in an effort to involve more segments of the school community which are underrepresented within the membership, committees, and board.
 - Chair the Mentoring Committee.
 - Establish budget and approve expenditures for membership activities.

VP of Facilities – The Facilities VP works with the principal to establish needs for grounds and facilities. The Facilities VP oversees the Emergency Preparedness and Landscape Committees. This vice president shall perform those duties and exercise those powers set forth in the bylaws of this organization, and shall:

- Schedule and coordinate a minimum of four Saturday Work Days; Coordinate efforts with the principal and teachers to meet their needs for work days.
- Establish a recommended budget for facilities improvement and emergency preparedness, and approve expenditures for emergency-preparedness and facility-improvement activities.

VP of Academic Enhancements – The Academic Enhancements VP works with the principal to establish priorities for academic enhancements. The Academic Enhancements VP oversees the Library, GATE, and Special Education Committees. This vice president shall perform those duties and exercise those powers set forth in the bylaws of this organization, and shall:

- Coordinate and schedule activities and communicate with committee chairs.
- Establish a recommended budget for academic enhancement and approve expenditures for all academic enhancement activities.
- Serve as a member of the mini-grant committee.

VP for Volunteer Coordination- The VP of Volunteer Coordination will disseminate information to Staff, Outreach, Fundraising activities and the campus store. The VP of Volunteer Coordination will oversee the Parent Patrol and Hospitality Committees. The following duties will be performed by the Volunteer Coordination VP:

- Coordinate activities with the VP of Outreach and VP of Fundraising before being communicated to the School Community.
- This vice president shall perform those duties and exercise those powers set forth in the bylaws of this organization
- This vice president is responsible for overseeing efforts to recruit volunteers to meet all the volunteer needs of the organization, and oversee the efforts to schedule volunteers to assist with activities as needed.
- Oversee the work of the volunteer coordination chair and committee, to establish resources to staff outreach, hospitality, parent patrol activities, and fundraising needs.
- Coordinate activities with the hospitality chair (e.g., teacher appreciation breakfast)
- Coordinate with the Campus Store Chair a volunteer schedule for working the store. Coordinate with the Parent Patrol to ensure proper staffing of before school and lunch time volunteers patrols.
- Establish a recommended budget as needed for volunteer activities and appropriate expenditures of monies for such activities.

Recording Secretary – The recording secretary shall perform those duties and exercise those powers set forth in the bylaws of this organization, and shall

- Record minutes of board and general meetings.
- Coordinate review and approval of minutes and posting of final documents.

Treasurer—The treasurer shall perform those duties and exercise those powers set forth in the bylaws of this organization, and shall:

- Maintain the accounting using appropriate accounting methods and material (e.g., QuickBooks.)
- Manage the bank accounts of the organization.
- Chair the budget committee
- Ensure that a proposed budget is established and submitted for approval at the May board meeting and June general membership meeting.

Financial Secretary—The financial secretary shall perform those duties and exercise those powers set forth in the bylaws of this organization, and shall:

- Manage credit card and PayPal payments.

- Provide a second signature on checks of the organization.

Auditor—The auditor shall perform those duties and exercise those powers set forth in the bylaws of this organization, and:

- Oversee efforts to ensure that the organization's financial records are in proper order and oversee all necessary audits of those records.
- Documents audit findings and makes appropriate recommendations.

Parliamentarian—The parliamentarian shall perform those duties and exercise those powers set forth in the bylaws of this organization, and shall:

- Review current bylaws and standing rules and provide recommendations for revisions.
- Provide interpretation of the bylaws, standing rules, Roberts Rules of Order, and other applicable laws, policies and regulations governing the operation of this organization.
- Provide guidance on procedure.

Budget

A proposed budget shall be prepared by a committee consisting of the treasurer, President, president-elect, Treasurer-elect, Financial secretary, Financial secretary-elect, and such others as the President and/or President-elect may designate.

The Treasurer, at the conclusion of the election meeting in April, shall meet with the committee to set a meeting date to occur within one week of the election meeting.

All officers and chairpersons, whose programs are affected, and the principal, shall be consulted before the proposed budget is prepared.

The proposed budget shall be presented to the board at the May board meeting for discussion and approval and presented for adoption or revision to the general membership at the June membership meeting for ratification.

Miscellaneous

All officers should familiarize themselves with the Parent Teacher Organization website (www.ptotoday.com) and any other information pertinent to their own position and in general, including procedural binders.

The membership list/directory of this organization shall be for the exclusive use of the organization and shall not be available for distribution or purchase by any other organization or commercial entity.

Mini-Grant Committee:

The president, first vice president, and vice president for academic enhancement constitute the membership of the Mini-Grant committee. It shall be chaired by the first vice president.

Proposals received from eligible sources for mini-grant funding shall be reviewed and either approved, rejected, or referred to the Board for consideration.

The committee shall establish rules and procedures for submission and consideration of mini-grants.

Proposed 2/22/12