

## **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").

#### **I. RULE I: Fundraising**

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.

#### **II. 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**

The Executive Board shall meet monthly during the school year.

1. The first meeting shall take place in September and the last in June.
2. It is the option of the President to call an Executive Board meeting in August.

**III. RULE III: Executive Officers & Officer Responsibilities**

The following Officers are members of the Encinal PTO Executive Board. Any responsibilities listed are addendums to the Encinal PTO Bylaws, Section VII. Officers, C. Officer Responsibilities. See Bylaws for a complete list of Executive Officer Responsibilities.

**A. President**

**B. Vice President**

**C. Treasurer**

**D. Financial Secretary**

**E. Recording Secretary**

**F. Community Events Coordinator**

**G. HRP Coordinator**

**H. Auditor**

**I. Parliamentarian**

**J. Assemblies Chair**

**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 and General PTO 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.

#### **IV. 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 Regular 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.

#### **V. 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 Regular Members in good standing.
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) Prints any necessary hardcopy flyers.
4. Reports committee updates to the assigned Executive Board liaison when called upon.
5. Reports to the 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.

## **VI. 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 has 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.

## **VII. 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 May 23, 2025, and shall be effective immediately.