

# Standing Rules

## RC Hinsdale Elementary PTO | 2022 – 2023 School Year

Standing rules are necessary to keep from going through the formality of amending the bylaws when situations arise that could be covered by a standing rule. No standing rule is in order that conflicts with the bylaws.

### Article 1 Standing Rules Regulation

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- Section 1.01** Standing rules are procedures or general policies, not covered in the bylaws, that provide for the day-to-day operation of RC Hinsdale Elementary PTO.
- Section 1.02** Standing rules will be reviewed and adopted at the beginning of each new term by the Executive Committee (EC) and PTO Board (Board).
- Section 1.03** Standing rules can be changed without notice by a 2/3 vote or with previous notice by a majority vote at any Board Meeting.
- Section 1.04** Standing rules will continue in force until suspended, amended, or rescinded.

### Article 2 Membership Obligation

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- Section 2.01** Membership of this RC Hinsdale Elementary PTO will be open to all people without discrimination.
- Section 2.02** Membership is required to cast a vote at any meeting.
- Section 2.03** Membership is required for all leadership positions.
- Section 2.04** Always assume that each member is acting with the best intentions of our organization.
- Section 2.05** All conflicts/disagreements should be handled in a professional and courteous manner. Conflicts/disagreements will be handled by contacting the person and addressing the issue head on via person-to-person or by phone. If the conflict cannot be resolved at that point, a mediation session should be scheduled to help work through the issue(s).
- a) The President will act as the mediator for conflicts/disagreements that do not involve him/her;
  - b) Conflicts involving the President should be mediated by either the Principal or a third party agreed upon by those involved. The Principal has the right to refuse to mediate if they feel that by doing so would put them in a hard position between two parents; and
  - c) Conflicts/disagreements should not be shared or discussed with persons that are not directly involved. Involving persons not directly impacted escalates the issue and sets a bad tone for the group.

### Article 3 Membership Times/Dates

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- Section 3.01** General Membership meetings of RC Hinsdale Elementary PTO will be held at a minimum of 3 times per school year. Meeting dates and times will appear on the PTO website, PTO Newsletters and be posted via social media outlets with at least 14 days' notice and a reminder at 7 days.
- Section 3.02** General Membership meeting dates will be decided by the PTO Board at their first meeting. The Executive Committee should bring forth possible meeting months to be decided by the entire PTO Board, keeping in mind one of the General Membership meetings should be at the beginning of the year to review the Standing Rules. During election years, a General Membership meeting should be scheduled according to the By-Laws voting dates.
- Section 3.03** The Executive Committee will meet either in person or virtually a minimum of 5 times per year. The date/time of the next meeting will be agreed upon at the completion of each meeting.
- Section 3.04** The PTO Board will meet a minimum of 3 times per year.

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**Section 3.05** General Membership meetings can fulfill the Board Meeting(s) if agreed upon prior to the meeting.

### Article 4 Executive Committee (Elected Officers)

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**Section 4.01** Elected officers per the bylaws are the President, Vice President(s), Treasurer, and Secretary.

- a) The PTO Board can vote in a Parliamentarian to ensure that procedures and policies are followed at all meetings (Executive Committee, PTO Board and General Membership meetings), but they are not a voting member of the PTO Board, as they are impartial and unable to speak towards a motion or vote on motions.

**Section 4.02** Each elected officer (Executive Committee) is expected to attend all Executive Committee, PTO Board and General Membership meetings. If you are unable to attend any meetings, contact the President within 24-hours prior to the meeting or as soon as you know you are unable to attend. See Bylaws Section 5.04 regarding Vacancies.

**Section 4.03** All elected officers are expected to be present at PTO sponsored events, as available.

**Section 4.04** The 1<sup>st</sup> Vice President will serve as Membership Chair. A membership campaign drive should take place in August thru October and continue to be promoted throughout the year.

**Section 4.05** The 2<sup>nd</sup> Vice President will serve as Fundraising Chair and plan fundraising events to meet the budget needs for the year.

**Section 4.06** The 3<sup>rd</sup> Vice President will serve as Program & Special Events Chair, working with all Board Members when appropriate to plan the yearly program schedule and details.

**Section 4.07** The 4<sup>th</sup> Vice President will serve as Communications Chair, developing the public relations plan to advance awareness of the PTO programs, events, and fundraisers.

**Section 4.08** The 5<sup>th</sup> Vice President will serve as Volunteer Chair working with all Board Members, VP's and the President to ensure that all events have adequate volunteer coverage.

### Article 5 Board Members & Teacher Representatives

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**Section 5.01** Board Members are required to attend all Board meetings. See Bylaws Section 5.04 regarding Vacancies.

**Section 5.02** At the beginning of each new term, the Board Members are voted in at the 1<sup>st</sup> Executive Committee meeting.

- a) After the PTO Board is appointed by the Executive Committee at the beginning of the term, any vacant position filled will be voted on by the entire voting PTO Board; and
- b) Board Members must read and agree to their job duties by signing off on their responsibilities prior to any committee work.

**Section 5.03** Board Members must present a draft of their Plan of Work to the Board for approval at least 30 days prior to the event. A detailed Plan of Work must be resubmitted to the Board (if changes are made from the draft) prior to starting committee activities.

**Section 5.04** Board Members are expected to include the President and their direct VP in communications regarding planning details related to their respective committee.

**Section 5.05** Board Members who need to make a report at a meeting will provide their EC member with a report to give in their absence from a meeting.

**Section 5.06** Board Members will keep relevant documents and detailed records outlining all duties and activities of the committee and suggestions for their successor.

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**Section 5.07** Board Members are expected to stay within their budget or obtain prior approval from the PTO Board for expenses that exceed the committee's budgeted amount.

- a) If committee budgets are approved for revision at a PTO Board meeting, they will need to be voted on at the following General Membership meeting in order to be officially amended; and
- b) Once the budget is officially amended, committee chairpersons are approved to spend up to the revised budgeted amount.

**Section 5.08** If a Board Member resigns prior to their event, it will be at the discretion of the PTO Board as to whether that event is held.

- a) If the Board agrees to go ahead and hold the event, a person on the Board and/or Executive Committee must be willing to step in and oversee the planning and execution of the event. The Board cannot vote to keep an event, but have no one step up to plan the event; and
- b) The person who volunteers to oversee the event will be voted on and agreed upon by the PTO Board.

**Section 5.09** All newly appointed Board Members will assume their duties at the conclusion of the 1<sup>st</sup> EC meeting, after approval by the Executive Committee.

**Section 5.10** Flyers for events should be done by the VP of Communications and the Board Member together. The President should review any flyer prior to information being sent out to families. The President should respond within 24 hours of receiving any flyer. After the flyer is approved, the VP of Communications will ensure that the flyer goes out via social media, newsletter, and paper copy if needed.

**Section 5.11** If a Board Member needs communication with or has a question for the Administration or Office Staff, they should

- a) Look for answers in the Google Drive;
- b) Seek help from their VP liaison; then
- c) Refer to the administration and/or Office Staff when necessary.

**Section 5.12** Within 14 days of each event, Board Members are to contact the Treasurer to verify all revenues and expenses match what has been recorded by the Treasurer for each event.

**Section 5.13** Within 14 days of each event, Board Members are to report to the Executive Committee the successes and improvements needed for the event for the following year. This can be done via email listing the things that went well and the things they would change for future events.

- a) Any concerns brought to the Board Member during or directly after an event should be sent to the Executive Committee immediately for review and for records retention.

**Section 5.14** Weekly updates to all members will be sent out by Tuesday of each week electronically. Board Members need to have anything they want included in the update to the VP of Communications by the previous Friday.

## Article 6 PTO Board (Elected Officers + Board Members)

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**Section 6.01** Standing Rules will be reviewed at the first PTO Board Meeting of the school year. Bylaws are to be reviewed every 5 years.

**Section 6.02** Each PTO Board member is expected to notify the President within 24 hours if they are unable to attend a PTO Board or General Membership meeting. See Bylaws Section 5.04.

**Section 6.03** Each PTO Board member will keep detailed documents and records, outlining all duties and activities of their office and making suggestions for successors (Procedures Book). Both the incoming and outgoing Board Members will meet independently and discuss their roles prior to June 1st.

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**Section 6.04** All Executive Committee and Board Members are expected to turn over any books, binders, digital and paper records to the incoming EC and Board Members by June 1st. All records are property of the PTO and must be returned.

- a) The Treasurer, per the bylaws, resumes their duties until July 1. They will turn over all records after the completion of the Financial Review no later than July 21st.

**Section 6.05** Any decision made on behalf of the RC Hinsdale PTO, will be made through the following chain of command. The Executive Committee will review and vote on issues, if approved by the Executive Committee it will move to the PTO Board to ratify. If a decision were to amend the budget, they would need to have General Membership approval once ratified by the PTO Board.

**Section 6.06** EC and Board members should not hold more than one voting position.

- a) An exception will be made, with EC approval, if there are no other volunteers for the position; and
- b) Each member of the Board will have one vote, regardless of the number of Board positions held.

## Article 7 Budget and Finance

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**Section 7.01** Quickbooks must be used for accurate book keeping records.

**Section 7.02** A Financial Review Committee will be nominated by the EC prior to the end of September.

- a) The Financial Review Committee will review bank statements and financial records throughout the year; and
- b) Complete an Annual Review after July 1<sup>st</sup> and before July 21<sup>st</sup>.

**Section 7.03** All checks will require the signature of two of the following three Executive Committee members: President, Secretary and the Treasurer.

- a) In the event that one of the positions mentioned above is held by a staff member of the district, the 1<sup>st</sup> VP (or next VP who is not a staff member of the district) will become the 3<sup>rd</sup> check signer. This is to stay in line with the KDE Redbook Requirements.
  - a. In accordance to KDE Redbook a staff member of the district includes any regular staff in the school building (teachers, front office, custodians etc.) as well as bus drivers/monitors and substitutes.
- b) The President and Treasurer cannot sign their own checks.

**Section 7.04** Before payment of expense or reimbursement we need to be sure the following are satisfied:

- a) Authorization for Payment forms are completed.
- b) Original receipt or invoice has been received.
- c) Approval has been given by the PTO President.
- d) Authorization is provided in the current approved budget.

**Section 7.05** Each PTO member seeking reimbursement on an approved purchase must fill out the reimbursement form and attach the invoice and related receipts. All receipts must be the original copy. Electronic receipts must be forwarded to the treasurer that contains the vendor description, date of purchase, itemized and quantified including price per unit, along with total amount.

- a) Reimbursements, outside of end of year expenses, must be turned in within 30 days of the event in which it was purchased for.
- b) End of Year event receipts and reimbursements must be turned in within 2 weeks, so that reimbursement can be issued within the same fiscal year.

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- c) Reimbursement requests will not be honored without proper documentation (i.e. both reimbursement form and original receipts/invoice).
- d) Any request received 30 days after the event will be considered a donation to the PTO and they would be eligible for a letter of donation that can then be used to file against their taxes if they so choose. Any outstanding reimbursement requests after 30 days, post event, result in misleading reporting of the cash flow on the Treasurer's Report.
  - a. No letter of donation can be given if a reimbursement was issued.

**Section 7.06** All requests for checks should be made through a "Check Request" form. A receipt or invoice must be provided and supported by each plan of work and approved in the budget.

**Section 7.05** All requests for reimbursement received between the 1st and 15th of any given month will be reimbursed no later than the 30th of that month. Reimbursements received between the 16th and end of any given month will be reimbursed no later than the 15th of the following month. Exceptions can be made for large reimbursements based on individual requests.

**Section 7.06** Money received by the RC Hinsdale Elementary PTO needs to be reported on a "Funds Received" Form. The money needs to be counted by 2 people (at the same time), one of the counters needs to be an elected officer. The counters must not be related by blood or marriage. It is not required, but it is best practice that counting funds is not always completed by the same two people.

**Section 7.07** Deposits must be made immediately but no later than 7 calendar days of receiving funds, and/or 7 days after the conclusion of an event.

- a) The Treasurer is responsible for depositing all funds. In the event the Treasurer is not available, a member of the EC will be appointed. Funds should not be held onto for longer than the specified timeframe listed above.
- b) In approved events whose money collection spans over a time frame of 7-14 days, the Executive Committee may vote to allow the money to stay in the PTO safe until the conclusion of the event.

**Section 7.08** Detailed deposit forms need to be filled out for each location within an event in order to keep monies separated by source.

- a) The Treasurer should be notified every time a deposit is made. The signed funds received form (and deposit ticket) will be placed in the PTO lockbox.

**Section 7.09** Returned checks will be addressed with the check writer by the Treasurer. A detailed record will be kept for records. The PTO will pass on the cost of bank fees associated with the return check to the person who wrote the check. The check needs to be paid back no later than 45 days. The return check should be paid back either with cash or a money order. After two (2) returned checks in the same calendar year by the same person, the Treasurer or President will notify the person via letter that they are unable to accept any more checks from them for the remainder of the year.

- a) The PTO can, if they so choose, decide to take the person to collections if the return check isn't replaced, or they can write it off to bad debt.

**Section 7.10** For all PTO sponsored events, we will be using a Cash Box Request Form.

- a) The Cash Box Request Form will include the details of what event the funds are being requested for, denominations and each source.

**Section 7.11** No checks will be made out to "cash". All checks need to be written directly to a PTO Board member. If money is received as "petty cash" for an event, it will need to be replenished in the same fashion.

**Section 7.12** RC Hinsdale Elementary PTO must file Form 990 by November 15<sup>th</sup> of each year.

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**Section 7.13** The Treasurer is responsible for safeguarding all PTO's assets.

- a) This includes merchandise, prizes remaining from events, and all inventory housed in the PTO closet.
- b) Regular inventory checks are deemed necessary throughout the Treasurer's term.

**Section 7.14** The Treasurer is responsible for the Stripe Reader(s).

- a) All transactions taking place with the Stripe Reader will need to be tracked and updated manually within the MemberHub store (i.e. membership purchases, merchandise, etc).
- b) All inventory counts will need to be verified within the MemberHub Store if there are purchases pertaining to merchandise with a limited stock.

**Section 7.15** Only Elected Officers will be given MemberHub Store administrative and read only permissions in order to protect and maintain confidentiality of transactions between the organization and customers.

- a) If chairpersons need a report related to their specific committee run, they are to request such a report from either the Treasurer, President or their direct VP.
- b) All persons handling inventory must keep an itemized list, including cost of each item, to be emailed to the Treasurer and their VP liaison. This list must be updated as needed and within 14 days following the completion of an event.

## Article 8 SBDM Election

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**Section 8.01** SBDM election will be run by the RC Hinsdale Elementary PTO VP Membership.

**Section 8.02** Eligible candidates include a parent, step-parent, foster and/or someone who has legal custody for the term they will be serving on the school council.

- a) Candidates must have a student enrolled or pre-registered to attend the school for the term they will be serving on council; and
- b) Candidates will serve for a two-year term or until their child is no longer enrolled at RC Hinsdale.
- c) A "Candidate" means a parent, step-parent, or foster parent. Guardians also qualify as parents if the student lives with them and they have a court order giving them legal custody. A parent council member will be the parent of a student pre-registered to attend school during the parent's term of council service. Three groups of people may NOT serve on the council as parent representatives:
  - a. An employee of RC Hinsdale School or their relatives (mother, father, brother, sister, son, daughter, husband, wife, aunt, uncle, son-in-law, or daughter-in-law);
  - b. Employees in the district administrative offices or their relatives (mother, father, brother, sister, son, daughter, husband, wife, aunt, uncle, son-in-law, or daughter-in-law); and
  - c. A Member of the Board of Education or their spouses.

**Section 8.03** Schools with eight percent or more student minority population will have at least one minority representation on the school council.

- a) A minority is defined as "American Indian; Alaskan native; African American; Hispanic; including persons of Mexican, Puerto Rican, Cuban, and Central- or South American origins; Pacific Islander; or other group underrepresented in the school".

**Section 8.04** Nominations will be open for 2 weeks, beginning 21 days prior to the election. Nominations will close 7 days prior to the election.

- a) Nominations are to be collected by VP Membership;

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- b) Candidates are announced 5 days prior to the election; and
- c) If candidates know they can only serve 1 year of the term, it must be noted on the ballot.

**Section 8.05** The election will take place during a PTO sponsored event held between March 1 – June 1. The voting will be advertised in the newsletter, PTO website and social media outlets.

**Section 8.06** The voting table will be run by VP Membership or an appointed representative by the President for the entire duration of the election.

**Section 8.07** No absentee ballots will be accepted for the election. All parents must be present, show photo identification and sign-in to verify their identity and are said parents in order to cast a vote.

**Section 8.08** Any parent of a child pre-registered to attend the school during the term the council being elected will serve may vote.

- a) Any step-parents, foster parents, and legal guardians if the child lives with them may vote.

**Section 8.09** Two people will be present to count the ballots at the conclusion of the SBDM Elections – VP Membership and an EC or Board Member. If VP Membership cannot be present, the President will appoint a stand-in.

**Section 8.10** Candidates are elected by a plurality vote, (Candidate(s) with the most votes). The candidate members will be elected by the parents of students pre-registered to attend the school during the term of office in an election conducted by the RC Hinsdale Elementary PTO. See Section 8.08 for parent voting eligibility.

**Section 8.11** Candidates (those elected and not) will be notified of the election results prior to announcing to the school. Once the candidates have been notified, VP Membership will notify the school within 5 school days of the election, and the school will send out e-mail communication as well as post the results on the school website.

**Section 8.13** If there is a tie in the election results, there will be a run-off conducted at a later determined time.

**Section 8.14** Documentation of the election process including ballots and tallies for the election will be kept by VP Membership until the next SBDM election. These records will be placed and sealed in a labeled envelope and filed with other school council records. This will be extremely important if there is a challenge to the election for the parent representative to the school council.

## Article 9 Bonding Insurance

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**Section 9.01** The RC Hinsdale Elementary PTO will purchase insurance to assure that the elected officers of the PTO are bonded.

**Section 9.02** Only elected officers can leave the school grounds with PTO funds and only if they are taking the funds to the bank to be deposited.

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President Printed Name

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President Signature

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Revision Date