

CIRCLE VIEW PARENT TEACHER ORGANIZATION
STANDING RULES

Procedural Rules adopted by each Executive Board

Current Bylaws became Effective: as of 5/28/2008
Superseding all Bylaws prior to this date.

Article 1: ORGANIZATION

Ocean View School District in the city of Huntington Beach, at 6261 Hooker Drive, Huntington Beach, CA 92647.
EIN: 20-4824669

Article 2: OBJECTIVES

Mission: to strengthen our children’s education and development through the collaborative efforts, talents, and resources of parents, teachers, and administrators.

This corporation is dedicated to fund-raising for the benefit of the Circle View Elementary Student Body. Circle View Students are defined as students attending classes at Circle View Elementary School. If the PTO funds for one student; there is obligation to fund for all students.

NOTE: Astro-camp (or its equivalent) is a program run by the District. The PTO is under no obligation to provide scholarships or funding of any kind for Astro-Camp because it is not an event that benefits the student body as a whole. Any funds for Astro-Camp may not be processed through the PTO.

Article 3: POLICIES

STANDING RULES: Procedural rules adopted by the Executive Board deemed necessary to conduct business provided they do not conflict with any specific provision of these bylaws or fall out of line with the Robert’s Rules Parliamentary Authority.

ROBERT’S RULES FOR DUMMIES: shall serve as the minimum guidebook for application of Parliamentary Procedures.

Article 4: MEMBERSHIP AND DUES

Members are entitled to one copy of: Current Bylaws, Standing Rules and PTO Directory. There are two classes of membership available: 1) a voting member and 2) a non-voting interested community member:

On any occasion where significant debate occurs, Membership Chair shall verify authorized voters against the Current/Active Membership Roster by Roll Call. Note: This focuses on 1 vote per household, Activated Membership Voters, etc.

Section 1: VOTING MEMBER

1. Has met eligibility requirements stated within Bylaws.
2. Has paid dues as set annually by Executive Board.
3. Has turned in Membership Application.

Section 2: FACULTY MEMBERS

1. Has met eligibility requirements stated within Bylaws.

Section 3: NON-VOTING MEMBERSHIP

1. Community is welcome to attend meetings but has no voting rights.

Article 5: EXECUTIVE BOARD OFFICERS, and DUTIES

These seven (7) Executive Board Officers are granted by election full authority to conduct the business of the organization at and between meetings.

Tasks among All Executive Board include but are not limited to:

1. Incoming board must notify IRS, Franchise Tax Board and Attorney General of new officers.
2. Executive Board annually evaluates and updates the organization’s Standing Rules, Policies & Procedures and oversees each Director’s Notebooks.
3. Incoming Board begins to review budget prospectus, calendar of activities and may start to sign contracts and conduct business in accordance with the organization’s rules.

4. Executive Board members shall follow all Fiscal Policies and Procedures.

Article 5; Sub-Section A: President

1. Shall call meetings to order, serve as chairmen at each General Membership meeting, following basic Robert Rules of Order with respect to agenda., fixing place, date and location for meetings, announce next meeting, adjournment meeting.
2. Shall not discriminate between members or groups of members.
3. President's Miscellaneous/Discretionary Fund shall not authorize a gift for more than \$10.00 without the Majority Consensus of the Executive Board.
4. Shall coordinate all the activities within the Organization.
5. Shall chair the Budget Committee.
6. Shall oversee the Hospitality Committee. This may include, but is not limited to the following: Teacher & Kindergarten Welcomes, Teacher Appreciation Week, District Visits, PTO General Meetings, Authors Day, Kindergarten Jumpstart, and 5th Grade Farewell.
7. Shall oversee the Campus Care Committee. This may include, but is not limited to the following: Emergency / Disaster Preparedness, Parking Lot Safety, Campus Beautification.
8. Shall appoint Special Committee Directors for activities and events that may occur during the term of office.
9. Shall never sign checks in advance or when exact dollar amount, bearer and back-up documentation are not provided.
10. Copies of all documents, requested by official Members, shall be provided within 10 days upon written or email request to the President. Fees for copies may be assessed of the Member. (District charges \$.10 per page.)

IF/WHEN a President's ruling on a point of order is challenged:

- o The topic shall be tabled for 1 month,
- o Topic automatically placed under Old Business at the next meeting;
- o Acting Parliamentarian shall organize a review by at least 2 Acting Parliamentarian of third parties, i.e., PTO/PTA/PTSA/Booster organizations
- o Decision of Review Board will advise President of ruling.
- o President retains power to decide the ruling.

Article 5: Sub-Section B: First Vice President: Membership

1. The First Vice President shall act as an aid to the President and shall perform the duties of the President in the absence or disability of the officer to serve.
2. Shall chair the Membership Drive / Member Care Committee, responsible for member recruitment, the directory, and the Room Parent Coordinator.
3. Shall produce annual Membership Fundraising drive.
4. Shall oversee the Communications Committee. Directors/Chairs of this committee reporting to the VP of Membership include: Newsletter, Email Blasts, Website, Yearbook / Historian, Photo Slide Show.
5. Shall oversee the Family Fun Night Chairs, assisting with the overall plan, budget, and support.
6. Shall have an Updated Directory present at every meeting.
7. Directory will contain a copy of the by-laws and standing rules and shall not be used for any personal or commercial use; restricted to Members only

Article 5: Sub-Section C: Second Vice President: Fundraising

1. The Second Vice President shall chair the Fundraising Committee and coordinate activities with the President.
2. Shall be part of the budget committee.
3. Shall oversee the Directors and Chairs of all fundraising efforts, assisting with the overall plan, budget, and support. Directors / Chairs reporting to the VP of Fundraising may include, but are not limited to: Jog-a-thon, Casino Night/Silent Auction; Monthly Restaurant Nights, Holiday Boutiques, Magazine Sales, Gift Wrap, Book Fair, Skate Parties, T Shirts, Box Tops, Family Portrait Night, E Scrip, Tanaka Farms, Memory DVD sales.
4. Shall coordinate On-Campus Activities with School's annual calendar of events.
5. Current year/Active Directors, nor Chairs, shall not sign a contract for or with any vendor or provider for the following year's business

Article 5: Sub-Section D: Third Vice President: Programs

1. The Third Vice President shall chair the Program Committee and coordinate activities with the President.
2. Shall oversee Enrichment Programs that may include, but are not limited to, Read to the Stars, Art Muses (art program), lower grade music program, Library, After school programs, GATE/SDC programs.

Article 5: Sub-Section E: Secretary

1. Takes General Meeting minutes and submits them for approval at the following meeting as the first order of business. Requirements of Official Minutes are outlined in Robert's Rules of Order as well as Robert's Rules for Dummies.
2. Shall make available at the School's Administrative Office a notebook containing ALL current fiscal year documents: Tax Reports, General Membership Minutes. Agendas, budget reports, flyers. Additional copies requested by Active Members shall be provided within 10 days upon written or email request to the President. Fees for copies may be assessed of the Member. (District charges \$.10 per page)
3. Makes sure official bylaws, special rules of order, standing rules and current minutes book are available for reference at all meetings.

Article 5: Sub-Section F: Treasurer

1. Entrusted as the Custodian of General and individual Funds.
2. Shall keep careful records and making no disbursement without the authority of the assembly.
3. Upon adoption of a budget, the treasurer is authorized to make disbursements up to the total amount shown approved in the budget.
4. NO FUNDS DISTRIBUTED, OR CHECK WRITTEN, WITHOUT PROPER CHECK REQUISITION, BACK-UP DOCUMENTATION, PROOF OF BUDGET OR BUDGET AMENDMENT AUTHORIZATION.
5. Proof of Budget Amendment shall be a copy of the approved General Meeting Minutes bearing President and Secretaries signatures.
6. Produces financial statements and reports for the Board and Voting members.
7. Takes responsibility for any and all reports required by taxing authorities.
8. Verifies that no 2 persons within the same household are authorized to sign checks on any Organization account.
9. Auditor must have CPA experience as an Auditor, even if no longer certified.
10. Audit shall be in keeping with Standard Set by Insurance Company underwriter for Organization's required policy and provisions.
11. Disbursements are to be recorded and accounted for as they are written.
12. Bank Statements shall be reconciled monthly and presented to the President.

Article 5: Sub-Section G: Parliamentarian

1. Parliamentarian shall interpret the Bylaws and shall assist the President in an advisory capacity on questions of Order.
2. This position shall annually review and recommend revision of Bylaws and Standing Rules as necessary.
3. Shall Chair the Nominating Committee.

Article 6: ELECTION OF EXECUTIVE BOARD OFFICERS

Article 6: Sub-Section A: NOMINATING COMMITTEE

1. Shall be formed at the February meeting, minimum of three persons.
2. Shall be chaired by Parliamentarian
3. No member of the nominating committee shall be barred from seeking office.
4. Bylaws stipulate that Treasurer and President's need to have served in Director/Officer positions. Nominees not meeting that standard MAY be candidates provided:
 - A) This is DISCLOSED on the BALLOT mentioning the lack of minimum requirement and explaining that a Bylaw Exception is being included in the vote.
 - B) Candidate must win by 2/3rds Majority of Votes which will satisfy the 'exception' to Bylaw protocol.

Article 6: Sub-Section B: ELECTIONS:

1. Elections shall be held annually, usually in May.
2. Elections shall be by secret ballot
3. The Nominating Committee will set up and run the election, and tally votes.

Bylaws require a Secret Ballot; this requirement can not be suspended. Organization shall make every effort to allow for balloting by ALL MEMBERS, faculty, working or non-working.

Article 6: Sub-Section C: VACANCY IN EXECUTIVE BOARD

1. A vacancy occurring within the office of the president shall fall to the 1st Vice President; the 2nd vice President shall assume the offices of 1st Vice President.
2. Further openings on the Executive Board shall be filled by appointment and resolution of the President. This resolution shall be duly disclosed to allow for a vote of the Voting Membership within 50 days (excluding summer when school is not in session)

Article 7: STANDING COMMITTEES and DIRECTORS

- Standing Committee Directors report to the President
- Standing Committee Directors oversight activities for any sub-committees that fall within their jurisdiction.
- All Committees, sub-committees and each member shall adhere to Bylaws, Standing Rules and Policy & Procedure Handbook guidelines.
- SHALL ENFORCE THAT ALL FISCAL PROTOCOLS FOR INCOME AND EXPENSES SHALL HAVE BEEN MET
- Committee meetings shall record Minutes and provide copies to Secretary, available to Members upon request to the President.
- Committee meetings shall be disclosed to the membership following Meeting Disclosure rules.
- Shall honor all Fiscal Policies and Procedures
ALL receipts and supporting documents/itemizations shall be turned in to the Treasurer quarterly and no later than June 30th annually. Missing the deadlines means reimbursements shall not be issued.
- Shall support the Chairperson of each committee.

Article 7: Sub-Section A: Budget Committee

1. Chaired by President.
2. First meeting shall occur in July. Meeting is open to all members and meeting date/time shall be disclosed in advance.
3. Shall oversee and coordinate all financial activities.
4. Shall annually put to the Circle View School Community a questionnaire soliciting opinions on priorities, activities, fundraising, and gifting. This document shall be called the Wish List.
5. Committee shall be minimally include:
 - a Treasurer
 - b Vice President - Fundraising
 - c at least one of the following: additional Executive Board Member, Faculty Member, Director

Article 7: Sub-Section B: Membership Committee

1. Chaired by the First Vice President.
2. Charged with Recruitment, Tracking and Instruction of Members.
3. Shall promote recruitment with flyers, emails, and phone to encourage attendance at General Membership meetings.

Article 7: Sub-Section C: Fundraising Committee

1. Chaired by Second Vice President
2. Charged with over-sighting and coordinating all activities pertaining to raising funds.
3. Shall adhere to Bylaws, Standing Rules and Policy and Procedures Handbook.
4. Shall promote participation in Fundraising events with flyers, emails, phones, etc.

Article 7: Sub-Section D: Programs Committee

1. Chaired by Third Vice President
2. Charged with over-sighting and coordinating all activities pertaining programs (ie Read to the Stars, Art Muses, Library Committee, Lower grade music program, GATE/SDC representatives)
3. Adhere to Bylaws, Standing Rules and Policy and Procedures Handbook.

Article 7: Sub-Section E: Enhancement Committee

1. Chaired by Treasurer
2. Charged with over-sighting and coordinating all activities pertaining to gifting of proceeds. (Shall enforce that all fiscal Protocols for Income and Expenses shall have been met.)

ARTICLE 8: SUB-COMMITTEES and DIRECTORS

1. Shall be appointed at the approval of the President
2. Are expected to serve one full Fiscal Term
3. Detailed Job Descriptions shall be listed within the Policy & Procedures Handbooks
4. Shall report to the designated Executive Board member/Committee Chairperson
5. Each Director shall maintain accurate records and instructions of the job; minimally those items set forth within Standing Rules.
6. Directors may be excused from office at any time at the request of the President.

REPORT TO PRESIDENT -- Include but not limited to:

Hospitality Director and Committee; Author's Day Luncheon Director and Committee; Back-to-School Luncheon Director and Committee; Beautification Director and Committee; Field Day Director and Committee; Teacher Appreciation Gift & Luncheon Director and Committee; Health and Safety Director and Committee; Purchasing of any/all Technology

REPORT TO FUNDRAISING VP – Include but not limited to:

Book Fair(s) Director(s) and Committee; Director and committee of Magazine Sales; Director and Committee of Holiday Boutique; Director and Committee of Gift Wrap; Director and Committee of Cookie Dough; Director and Committee of T-Shirt Sales; Director and Committee of Jog-A-thon/Read-A-Thon; Director and Committee of Scrip; Director and Committee of Box-Tops; Director and Committee of Skate-night
NOTE: Some fundraisers need only break even; provided as a service more than to raise funds.

REPORT TO MEMBERSHIP CHAIR – Include but not limited to:

Recruitment Director and Committee; Yearbook Director and Committee

REPORT TO PROGRAMS CHAIR – Include but not limited to:

Director and Committee of Read-to-the-Stars; Director and Committee of Art Muses; Gate / Special Education Representatives and Committee; Music Program committee; Director and committee of After school programs

REPORT TO TREASURER - include but not limited to:

Auditor

ARTICLE 9: FIDUCIARY KEYNOTES

1. Checks shall be co-signed by President and Treasurer. Checks shall not be written until proper Fiscal Protocols have been met.
2. No two members of the same household shall hold positions where their signatures would jointly be on the financial accounts.
3. Chairs and Program directors check budgeted amounts for expenses and may not spend more than Budget Allocation.
4. Checks Requests are turned in to Treasurer; dispensed bi-monthly. Requests will not be considered after June 30th of each fiscal year.
5. Cash Box requests must be submitted in advance of event; particular procedures to be followed.
6. Requisition Requests follow guides on Fiscal Protocol document.
7. Miscellaneous Discretionary Fund shall not exceed \$1,500 annually
8. Executive Board may authorize additional Budget Allocation up to 5% per line item without further General Membership vote, provided there are overdraft funds to proceed.
9. Individual Directors must seek Board authorization to exceed their budget.

ARTICLE 10: GENERAL DECLARATIONS

Article 10: Section A/ Disclosure

- For General Membership Votes pertaining to Elections, Budget, Budget Amendment; Bylaw Amendments; minimum notice shall be:
 - i. No less than 10 school days prior to the meeting
 - ii. No less than 1 flyer distributed through the school
 - iii. No less than 1 Blazing Email

NOTE: Verbal notification at the end of a meeting does NOT constitute advance notice UNTIL/UNLESS the meeting minutes are distributed at least 10 days prior to the meeting as a Flyer, E-mail Attachment or formal correspondence.

Article 10: Section B/Voting

- General Membership Motions pertaining to Elections, Budget Approval meet a Simple Majority standard; Budget Amendment and Bylaw Amendments must be carried by a 2/3rds majority.
- Bylaw requirement of Secret Ballot for Election may not be changed or minimized in any way at any time. Budget is to be created during the summer, with Budget and Plan presented to General Membership in October for approval. No disbursements beyond Operating Expenses shall be made until Budget is approved.

Article 10 : Section C/Quorum

- Quorum for General Membership Meetings shall be defined as Voting Members attending the meeting.

NOTE: A 'proper meeting' shall have met all Disclosure requirements.

NOTE: Per Robert's Rules of Order, any member may 'call for the roll' during any meeting to verify the Membership Status of voters at the meeting.

Article 10 : Section D/Bidding

- When there exists more than one Circle View family that expresses interest in providing the same goods or services to the PTO, each interested party must submit a bid to the PTO. These bids will be reviewed by the PTO Board and the most competitive bid will be accepted.

Article 11: CODE OF CONDUCT

Article 11; Section A/Code of Conduct

- The duly assembled Executive Board and Directors are herein empowered to pursue all actions involved with a members' Breach of the Rules or Misconduct.
- The duly assembled Executive Board and Directors are herein empowered to censure, warn, or expel, temporarily or permanently, any member for a Breach of the Rules subject to a 2/3rds majority vote of this Assembly. No further exceptions to Robert's Rules of Order are granted.
- All rights for defense of the member are reserved.
- Rights of any member to censure, warn or expel, temporarily or permanently, any member or officer are subject to a simple majority.
- Conduct Unbecoming a Member includes but is not limited to:
 1. Any rude conduct at a meeting such as: Speaking out-of-order, not being recognized as a speaker by the President, President showing bias by not recognizing a particular member or group of members, interrupting a speaker, holding side-bar conversations so loud as to be disruptive; etc.
 2. Discussing any business from any meeting that has been held in 'closed session'. "Closed Session" meetings must be announced at the opening of a meeting by the President and recorded within the meeting minutes.
 3. Directors may be excused from their position at the request of the President.

Article 11: Section B/Closed Session

- All meetings of the duly assembled Executive Board and Directors shall be held as Closed Session meetings.
- All meetings are 'private' among the welcomed membership and community. For clarification of Private versus Closed Session, please consult with President, Parliamentarian or Robert's Rules of Order.

♣ VOCABULARY

COMMUNITY:	Defined as Public-at-large
DIRECTOR:	Defined as Committee Leaders (Chairs responsible to oversee)
FISCAL YEAR:	Defined as July 1 – June 30.
GIFTING	Defined as Donations for the Enhancement/Benefit of Circle View Students
STANDING RULES:	Defined as Procedural Rules adopted by each Executive Board

