



Eanes Elementary PTO Board of Directors 2014-2015 Standing Rules

I. Elected Officers

- a. The elected officers shall be President or Co Presidents, President-Elect or Co Presidents-Elect, Secretary, Treasurer and Treasurer-Elect. In addition, other offices as set forth by the By Laws Article 5.07 shall be named Vice Presidents for Fundraising, Teacher Support, Student Enrichment, Communications and Teacher Representative.
 1. VP Communications - Will oversee the following committees: EISD and EE Directory, Marquee, Photographer & Photographer Assistant, Public Relations, Website, Yearbook, Bulletin Board and New Families Representative and Kindergarten Playgroup
 2. VP Fundraising - Will oversee the following committees: Parent's Night Out, Movie Night, Book Fairs, Sponsorship Committee, Corporate Partners, Fall Carnival, Socials, children's fundraisers, School Supply Sales, Underwriting, Spirit Wear, Box Tops
 3. VP Student Enrichment - Will oversee the following committees: Cultural Enrichment Assemblies, Evening at Eanes, Junior Achievement, Landscaping and Outdoor Enrichment, Lost and Found, Mustang Mania, EE Safety Liaison, Science Coordinator, Science Day, STEM Day
 4. VP Teacher Support - Will oversee the following committees: Art Room Volunteers, Cafeteria Volunteers, Front Office Volunteers, Grade Coordinators, Library Volunteers, Staff Appreciation Meals, Staff Birthdays Breakfasts, Staff Appreciation Week and Meals, Workroom Volunteers, Teacher Breakroom, Staff Birthday Breakfasts
 5. Teacher Representative – will be the liaison for providing information between the teachers/staff and the EEPTO
- b. The Officers of this Board shall be elected according to the By Laws of this Corporation and shall serve a term of 1 year

II. Board of Directors

- a. Shall consist of the elected officers and the Past President. All Board of Directors have voting privileges
- b. Meetings shall be held monthly, typically the week preceding the monthly General Membership meetings.
- c. Special Meetings of the Board may be called by the President or at the request of 3 Directors with 3 days notice.

Adopted

- d. A quorum needs to be present to take action. Should a quorum not be present, phone-in, email voting may be allowed
- e. Meetings shall follow Robert's Rules of Order

III. General Membership Meetings

- a. A minimum of 6 meetings shall be held each year
- b. A total of 6 parent educational presentations shall be given per year, organized by the President Elect
- c. A quorum at General Membership Meetings consist of 10 voting members of the corporation, unless otherwise agreed to by a majority of the Board of Directors
- d. The annual meeting shall be held in April with the purpose of electing officers put forth by the Nominating Committee and approving the following year's budget
- e. Meetings shall follow Robert's Rules of Order

IV. Financial

- a. The Treasurer shall:
 - 1. Have custody of all funds of the organization
 - 2. Make disbursements as authorized by the President, Executive Board, or organization in accordance with the budget
 - 3. Present a financial statement at every meeting. This report shall be on file with secretary. The treasurer will also have an updated list of committee expenditures at each meeting. If the treasurer is not present, these documents will be given to the treasurer-elect.
 - 4. Be responsible for preparing and presenting the annual budget
 - 5. File all regulatory forms relating to the IRS and Secretary of State Annual Corporation Report and present to the Board
 - 6. Review and amend the Monetary Procedures and disbursements of PTO funds prior to start of school year and present the procedures to the teachers
 - 7. Review and amend the Money Matters document related to PTO volunteers and present to the Board so they can educate their volunteers
- b. Budget shall be published on the EEPTO website
- c. Monthly bank statements shall be reviewed and initialed by President or another Board member not authorized to sign checks
- d. Monetary Procedures document shall be updated on a yearly basis and attached to these Standing Rules
- e. No monetary donations may be made to any other charities.
- f. Only Treasurer, Treasurer elect and President will have their signatures on file at the bank.
- g. Non budget items to be authorized by Board approval.
- h. Expenses which exceed the budgeted amount by greater than 10% will require approval from the Board. Budgeted expenses exceeding the budgeted amount by under 10% of budgeted amount requires approval by President, and only if funds are available
- i. Contracts are to be signed by an officer of the PTO with the PTO President's prior approval and copies filed with the Treasurer

- j. Dues
 - 1. Parents dues are \$35.00 annually
 - 2. Teachers/staff dues are \$10.00 annually
- k. Fiscal year will be June 1st – May 31st

V. **Special Committees**

- a. Special Committees shall be appointed by the Board of Directors by majority vote as set forth by the By Laws Article 4.04 and perform the acts as designated by the Board.
- b. Special Committees and their guidelines shall be listed in the Standing Rules of the Board
 - 1. Instructional Enrichment Committee (IEC)
 - a. The primary goal of the IEC is to fund requests from teachers and staff that best benefit the students of Eanes Elementary. IEC requests can include, but not limited to, instructional materials, campus wide improvements and equipment needs.
 - b. The President-Elect is responsible for appointing and chairing the IEC committee
 - c. In depth guidelines are attached to this Standing Rules document
 - 2. Nominating Committee
 - a. The primary goal of the Nominating Committee shall be to prepare and submit to the Board a slate of candidates for annual election as regular members of the Board of Directors and new officers to succeed to those terms and/or positions expiring (By Laws 4.02)
 - b. Shall consist of an odd number
 - c. Shall be chaired by the President-Elect
 - d. Appointed at least 1 month prior to the meeting in which elections are held
 - e. The committee shall nominate one person for each Board and officer position, except that of President, and shall also designate which office each Board nominee shall hold. Only if the Presidents-Elect cannot serve as President the following year shall the Nominating Committee nominate a person for the position of President
 - f. At least one other member of the Nominating Committee shall be a Director, and the remaining members must be in good standing of the Corporation
 - g. All grade levels and Special Education must be represented
 - 3. Audit Committee
 - 1. The Board shall appoint an audit committee of three non-check signing members of the corporation, whose job it shall be to audit the books and records of the corporation for the school year in which the committee is

appointed. The members shall be in good standing and non-check signing members for the financial year under audit

2. The committee shall be appointed by May of the school year under audit, and have completed its audit by September 1 of the same calendar year.
3. The official findings of the audit shall be signed by the committee and President, presented to the Board, and placed on file with the corporation
4. The Treasurer shall be available for questions by the audit committee while audit is underway.

VI. The Standing Rules of the EEPTO Board of Directors shall be reviewed at the 1st Board of Directors meeting of every school year, and may be amended by a majority vote

VII. These rules shall not conflict with the By Laws of the EEPTO.