

# EKHLA PTO Standing Rules

*2022-2023 School Year*

- I. The name of this organization shall be “Eleanor Kolitz Hebrew Language Academy PTO Inc.” and shall not be affiliated with any National PTO and as such is governed by the Eleanor Kolitz Hebrew Language Academy PTO Inc. Bylaws.
- II. The organization Federal ID # is 46-3693088.
- III. The organization’s mission statement is as follows and all Board Members and PTO members are encouraged to act in furtherance of the corporate mission.  
*We create a partnership between parents and staff and are dedicated to our children and committed to our school’s success. Through student life enrichment, staff appreciation, and school enhancement, we strive to create an environment of mutual support between parents and staff so our children can benefit directly. In order to accomplish these objectives EKHLA PTO raises funds throughout the year.*
- IV. The annual dues are \$40 per family paid to EKHLA PTO (by cash, check, or PayPal via the PTO website)
- V. Member in good standing. Any PTO member who has:
  1. Paid their annual dues,
  2. Acted within the best interest of the school and PTO, and
  3. Complied with all PTO Standing Rules.
- VI. The organization’s fiscal year “shall coordinate with the school year.”
- VII. Quorum from each general meeting shall be “five members of the organization.”
- VIII. Regular (general) meetings of this organization shall be held during the school year on the first Thursday of each month at 8:00 to 9:00 am via Google Meet (or an alternate virtual meeting host) or at a location to be determined by vote of the Executive Board and notice shall be given by email to members, posts on EKHLA PTO Facebook page and EKHLA PTO website, and outdoor sign on campus (when school is being held on campus). Executive Board/committee meetings of this association shall generally meet at a time and place determined by the executive board/committee chairs.
- IX. The officers of this association shall be: President, Vice President, Secretary, Treasurer, Communication Chair, Fundraising Chair, Membership Chair, and BINGO Chair.
  1. All positions may have co-officers or co-chairs as determined by the nominating committee during nominations or by a vote of the Executive Board if needed during the school year.
  2. The President may only serve two consecutive terms. If no one else runs for the office the president may serve additional terms. Other officers may serve unlimited terms.
  3. Each officer must submit an end of year report by June 30 to the EKHLA PTO email or state no report.
  4. On June 30 of each year the current year’s board will relinquish all duties and give the subsequent year’s board any and all logins/passwords, keys, documents or other information, supplies, and any items relating to the PTO or their position. Each Officer’s cooperation to ensure a smooth transition to a new officer and subsequent school year is expected.

5. On August 1 of each year the new board must change all passwords (including, but not limited to email, scrip, and sign up genius). The new logins/passwords must be given to the president, vice president, treasurer, communications chair, and secretary.
- X. To run for an office in an election, nominees “are eligible for office if they are members in good standing at least 90 calendar days before the nominating committee presents its slate.”
- XI. Regarding PTO checks and monies, in addition to other mention in the Bylaws:
  1. Anytime PTO money is counted, two (2) members must be present and a Cash Receipt Verification form completed and signed by the person turning in the monies and the person verifying the cash amount. The Treasurer will also verify the total cash amount received for deposit and sign and date the Cash Receipt Verification form.
  2. The PTO will retain \$2,000 in the bank account over every summer to ensure enough funds are available for events held in the beginning of the school year before fundraising can begin.

XII. Correspondence with the Board

1. All correspondence with the Board shall go through the EKHLA PTO email – [ekhlapto@gmail.com](mailto:ekhlapto@gmail.com). Correspondence within the Board may go through EKHLA PTO email and/or the group text/Group Me thread.
2. The Board will respond at their earliest convenience to other members of the Board.
3. The Board will respond at their earliest convenience to the original correspondent.
4. Any correspondence with other members of the Board that requires more immediate attention should be designated as such in the subject line of the email and followed up with notice on the Board group text/Group Me thread.
5. All correspondence regarding a committee that does not require immediate attention and can wait to be discussed at the next general PTO meeting should be submitted to the Board in the Committee Chair Report (see Standard Rule XIV).
6. The order of business for the meetings of this organization shall be:

Call to Order by President  
 Representative from School (if available)  
 President’s Report  
 Treasurer’s Report  
 Communications Report  
 Fundraising Report  
 BINGO Report  
 Committee Reports  
 New Business  
 Unfinished Business  
 Announcements  
 Open Forum  
 Adjournment by President

(Committees and Volunteers will be called on as needed.)

- XIII. Regarding general PTO meeting minutes, in addition to other such mention in the Bylaws:
  1. The minutes from each general PTO meeting will be submitted within 2 weeks of the general meeting by the Secretary and posted to the PTO website.
- XIV. PTO Executive Board Officer/Chair and Committee Chair Duties & Guidelines
  1. Attend PTO meetings as frequently as possible

2. Submit monthly reports through the Google Form in the PTO Drive the Thursday prior to the next general PTO meeting.
  1. If there is no report, respond with "No Report."
3. The officer/chair will give the report at the PTO meeting.
4. Send email to all committee members thanking them for volunteering to help, if applicable.
5. Have at least one committee meeting, if applicable.
6. Communicate with all volunteers (not all will be on the committee), if applicable.
7. Follow correspondence as per Standing Rule XII.
8. Approval from the Board is required for the following:
  1. Anything going out by email, anything being sent home, anything being posted anywhere that is from the PTO;
  2. Any expenditures or reimbursements over \$50 or exceeding the pre-approved budget
  3. Any changes to a fundraiser or event that the Board has already approved; and
  4. Any new fundraising or event ideas.
9. If the Board has given approval for such items as email correspondence, flyers, posters, or other posting, no additional approval or review is needed if no major changes have been made.
10. When a committee is sending out Board approved emails to teachers, staff, organizations, or persons within the community, it must cc the PTO email address.

#### XV. Committee Chair Reports

1. A report is due each Thursday before the general PTO meeting and is to be submitted through the Google Form located in the PTO Drive for all active committee chairs.
2. The report format is as follows: (If no report, state "No Report.")
  - Name of Committee
  - Chair Report
  - PTO Meeting
  - Committee Date of Meeting
  - Body of Report: (The report should contain relevant information about the event.)
    - Day, date, and time of event
    - Volunteers (may be different from those that signed up for the committee)
    - Result of committee meetings
    - Initial plan for the event
    - Assignments
    - Update on progress
    - Areas of concern, if anything
    - Expenses
      - Make a request now for any expense not cleared yet
      - Report on expected expenses
3. Report will be discussed at the Board Meeting held prior to the general PTO Meeting. The report will be used to draft the agenda for the Board Meeting and the General PTO Meeting.
4. A post-event report must be submitted within two weeks of the event and is to be submitted through the Google Form or email to EKHLAPTO@gmail.com, Treasurer preference, located in the PTO Drive. It shall include a summary of the event, anticipated budget vs. actual budget, deviations from original plans, concerns/problems encountered, suggestions for improving the event in the future.

XVI. Budget and Reimbursement

1. If the committee does not have a preset budget -
  1. After you have a committee meeting, develop a plan for your event, gather some general information regarding cost, and include it in your monthly report for the Board to review.
  2. The Treasurer will look at the budget and bring it to the Board for a vote.
  3. The PTO asks that the committee try and get donations before asking for a budget; not to exceed \$50.00.
2. If the committee needs to make a purchase over \$50
  1. If the purchase needs to be made before the next general PTO meeting, send an email to the PTO email address to get approval, or if purchase can be made after the next general PTO meeting, include in the committee chair report.
  2. Refunds for items purchased before Board approval will be subject to Executive Board vote and are not guaranteed to be reimbursed.
  3. If the purchase is approved,
    1. The Sales Tax cannot be reimbursed.
    2. A refund slip will need to be filled out for reimbursement.
      1. These forms are available on the PTO website ([www.ekhlapto.com](http://www.ekhlapto.com)). Once complete, return the form along with a copy of the receipt to the red PTO mailbox inside the school entrance, email pictures to the PTO, or coordinate return with the Treasurer or President.
      2. Before a check is cut, the Treasurer must sign off followed by the President.
    3. It is most efficient if one person from the committee makes the purchases. This prevents the committee from going over budget and allows the PTO to only cut one reimbursement check.
    4. If it is financially burdensome for one individual to make purchases, inform the Treasurer so the PTO can pay for it directly.
    5. If money needs to be deposited after an event, turn it in to the Treasurer and include the amount in your monthly report.

XVII. PTO Committees/Events not listed for the current school year

1. No committees can be formed under the PTO name without the Board's approval.
2. Any event or fundraiser that is not currently on the PTO calendar must receive Board approval.

These Standing Rules shall be mentioned at the first general meeting of the school year, by the Secretary and will be posted to the website for review. They do not replace the current Bylaws. The standing rules are approved by the Executive Board.

Date Standing Rules Approved: \_\_\_\_\_

By Board Members:

President Chrystal Garcia \_\_\_\_\_

Co-Vice Presidents Brijal Patel \_\_\_\_\_ &

Brianna Eilers \_\_\_\_\_

Treasurer Amber Liddell Alwais \_\_\_\_\_ &

Samira Thompson \_\_\_\_\_

Secretary Crystal Pizzimenti \_\_\_\_\_

Communications Co-Chairs Jude Morin \_\_\_\_\_ &

Heather Henke Rosenblatt \_\_\_\_\_

Fundraising Co-Chairs Adriana Klein \_\_\_\_\_ &

Valerie Fuller \_\_\_\_\_

Membership Co-Chairs Veronica Barerra \_\_\_\_\_ &

Hilliary Moussali \_\_\_\_\_

BINGO Chair Elizabeth Quiroz \_\_\_\_\_