

**STANDING RULES**

**OF**

**SEQUOIA PARENTS' CLUB, INC.**

**A California Nonprofit Public Benefit Corporation**

**5/19/99**

## ARTICLE I. BASIC POLICIES

The Sequoia Parents' Club is noncommercial and nonsectarian and nonpartisan.

- The name of the association or of members in their official capacities shall not be used to endorse or promote a commercial concern.
- The Club shall not directly or indirectly participate or intervene in any political campaign or devote more than an insubstantial part of its activities to influencing legislation. The Club may contribute funds for the purpose of influencing legislation provided that 1) no more than 5% of receipts shall be used for this purpose and 2) the proposed legislation directly impacts the Club or Sequoia School.
- No part of the net earnings of the Club shall be distributed to its members, directors, officers or other private persons except to pay reasonable compensation for services rendered and to make payments and in accordance with the purposes of the organization.

## ARTICLE II. MEMBERSHIP

There will be an annual enrollment of members in the fall each year though members may be admitted at any time upon payment of dues.

- Dues shall be established by the board
- Memberships are per family (address)

All members have the right to receive notice of meetings, to speak, ask for information, discuss motions, to be nominated and run for office or board position, to vote or abstain from voting and the right to inspect records.

## ARTICLE III. QUORUM/VOTING

A quorum must be present at any business meeting of the organization. The type of meeting determines who may vote and how many must be present for a quorum. (*See the bylaws for definitions of a quorum for each type of meeting*) At board meetings, only officers and the Directors (Board members) are entitled to vote. In the course of discussion, the President may ask for an opinion poll to elicit the input from non-board members present. This would be followed by a vote of the board members.

All members whose dues have been paid by the date of record are entitled to receive notice of and vote at membership meetings. The date of record shall be 30 days prior to the action.

## ARTICLE IV. MEETINGS

*Refer to the Bylaws of the Sequoia Parents' Club for specific meeting requirements.*

### **Section 1. Types of meetings:**

- Membership Meetings in which all members are invited. An annual meeting of members is held each May for electing new officers. During a membership meeting, only business published on the meeting notice may be transacted.
- Board Meetings are meetings of the officers and the members of the Board of Directors and are held monthly.
- Committee meetings are held as required or as specified by the Bylaws.

### **Section 2. Meeting notice:**

Notice of meeting must be given in advance. The amount of notice depends upon which type of meeting (*see the bylaws*).

### **Section 3. Meeting minutes:**

Minutes are kept of Membership, Board and Executive Committee meetings. The Secretary takes thorough, accurate notes of the proceedings; care should be taken to record exact wording of motions & results. The minutes are a summary. Committees are not required to keep minutes of their meetings but should keep notes as needed.

### **Section 4. Meeting agenda:**

The Executive Committee meets each month to set the agenda for the next board meeting, checking beforehand any unfinished business or standing orders. When an item of business not on the agenda is brought to a meeting, the President has the option of either:

- placing it on a future Executive Committee or Board meeting
- assigning a special committee to investigate and report at a future meeting
- allowing it as new business during the meeting, provided it is consistent with the bylaws

## Guidelines for a Typical Business Meeting

### *Call to order*

- promptly when scheduled
- Chair asks the Secretary if a quorum present. In absence of a quorum the chair may either 1) adjourn, 2) fix another time to meet or 3) recess in order to obtain a quorum

### *Reading and Approval of minutes*

- after corrections made, approve by general consent (that is, asking if there is any objection to approving the minutes then stating them to be approved if there is no objection). Secretary dates and initials approved minutes.

### *Reports of officers*

- Treasurer's report filed
- Goals
- Correspondence

### *Reports of committees*

- No second required on recommendations from committees of more than 1 person. May proceed directly to a vote.

### *Special orders*

### *Unfinished business*

- Chair needs to have a list of all unfinished business

### *New business*

### *Announcements*

## ARTICLE V. OFFICERS' DUTIES AND RESPONSIBILITIES

### Section 1. Executive Committee

Shall meet once a month to transact necessary business between board meetings and set agenda for upcoming board and membership meetings.

### Section 2. President

The President is responsible for coordinating the work of officers and committees of the association in order that the Club's purpose may be promoted and actions required by law are met.

- Refer frequently to the Business Task Timeline and Calendar to ensure timely filing of required documents and to help with meeting agenda planning.
- Preside at all meetings of the members, the board and Executive Committee
- Be a member ex officio of all committees except the nominating committee
- Appoint chairpersons of committees; distribute committees between Vice Presidents
- Be the official representative of the association at district meetings
- Perform other duties as prescribed in the bylaws or assigned by the association
- Have contracts & legally binding documents approved by the Board prior to signing
- Keep a 3-ring binder for reference during his/her term and to pass on to his/her successor.  
This binder should include:
  - Current bylaws
  - Copies of legal documents including the Articles of Incorporation, Statement of Domestic Non Profit Corp., Letter of Determination
  - Standing Rules
  - Reference - ID#s, bank accounts, etc.
  - Insurance policy

The binder may also include records pertaining to things happening during the current fiscal year such as: Goals, Finances, Calendar, Committee Chairpersons, board members, District Info, Minutes, Action, Misc., Notes. These items may be passed on to the next president or may be disposed of because the Secretary and Treasurer are responsible for maintaining permanent records for the organization.

### Section 2. First Vice-President

- Assume all duties of the President in the President's absence
- Chair the goals committee and keep a permanent file on goals.
- Provide administrative support for committees assigned by President and serve as primary point of contact for committee chairpersons.

### Section 3. Second Vice-President

- Serve as Teacher Liaison
- Provide administrative support for committees assigned by President and serve as primary point of contact for committee chairpersons.

#### **Section 4. Secretary**

- Keep a Secretary's Book which will be the property of the organization and will include:
  - current list of paid members (provided by the membership committee)
  - current copies of the bylaws, Standing Rules
  - current list of officers, board members and committee chairpersons.
  - meeting minutes
- Maintain a permanent file of important documents and records required by law including:
  - Articles of Incorporation
  - Statement of Domestic Non-Profit Corporation
  - Determination Letter
  - Application for Tax-Exempt Status
- Maintain a permanent file of memorandums and documents for historical knowledge and continuity
- Keep copies of Club flyers and correspondence for 1 year.
- Send out meeting notices
- Prepare a list of unfinished business and standing orders for the President each month
- Note attendance and determine whether or not a quorum is present at meetings
- Keep an accurate record of the proceedings of meetings and publish minutes. Include any handouts with the permanent records of minutes.
- Handle all correspondence for the organization.
- Conduct the annual elections.

#### **Section 5. Treasurer**

- Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of the organization. Keep supporting records to establish the items of gross income, receipts, and disbursements of the organization; these records must be retained for 7 years.
- Receive and deposit all money into Sequoia Parents' Club bank accounts and retain deposit slips for all deposits made.
- Pay all bills and warrants as authorized securing two signatures on all checks
- Present a monthly financial report at every Board, Executive Committee and Membership meeting. Report should include income and expenses related to the budget and current statement of accounts.
- Ensure that all Federal and State reports are are filed on time (review the timeline of tasks each month). Keep copies in permanent file of the organization.
- Prepare annual financial report

## ARTICLE VI. COMMITTEES

### Section 1. Standing Committees

Nominating, Audit, and Goals Committees are required by our Bylaws. Other standing committees are: Membership, Newsletter, Directory, Hospitality, Room Parent Coordinators

### Section 2. Nominating Committee

The Nominating Committee consists of 5 active members appointed at the March Board meeting.

- The President shall not serve on the nominating committee.
- The school principal may be asked to serve in an advisory capacity, if desired.
- The committee selects its own chairperson.
- It is recommended that no person serve on the Nominating Committee for more than 2 consecutive years.

The committee meets first to discuss possible candidates for office (they may request a current membership list and attendance records from the Secretary). Discussion of the committee is confidential; effort should be made to weigh the qualifications and responsibilities of each person and of the office.

- does the person believe in the objectives of the organization?
- does the person have the time to devote to the duties of the office?
- does the person have a good relationship with others in the organization?
- what has been the person's past performance?

Two members may be elected to share an office. The Nominating Committee will present any such nominations to the board for approval prior to election. Should two persons be elected to share an office, they each will have one-half (1/2) of the voting power for that position.

In addition to finding candidates for officers, the nominating committee is responsible for finding persons to chair standing and special events committees. Only executive offices require election.

The Nominating Committee reports at the April and May Board meetings.

### Section 3. Goals Committee

The First Vice President chairs goals committee. His/her duties include:

- reporting to Parents' Club Board on progress of yearly goals
- reporting to principal & teachers & members on progress of yearly goals
- soliciting input from parents, teachers, staff & principal re: goals

The Goals Committee identifies and selects goals for the upcoming school year. Five Parent Club members are appointed in March to serve on this committee. Committee members must:

- be members whose dues have been timely paid
- represent interests of all students at Sequoia

The Goals Committee gathers input from principal, teachers, staff, parents, etc. and meets to evaluate and prioritize goals. The committee presents the recommended new goals for ratification at the May Board meeting.

Suggested goals should be evaluated based on the following criteria:

- is the goal consistent with the purpose of the Club?
- is the goal a district responsibility (see Venn diagram)
- who benefits and how many? (students, teachers, parents)
- how much will it cost? (Goals do not need to be money oriented)
- how will it be implemented?
- are there any implementation or maintenance issues?

- what precedence, if any, exists or is being established?
- is the purpose academic or enrichment?
- is the goal compatible with other long or short term goals?

During the year, the Board will be asked to consider goals not part of the formal goal planning process. In order to respond to the current needs of the school community, the Sequoia Parents' Club attempts to address needs as they are identified.

If sufficient funding is available and the cost does not exceed the amount the Executive Committee is authorized to approve, then the Executive Committee may choose to approve the new goal.

If there is significant cost and the goal is harder to implement or doing so would mean giving up something else, then the goal must be presented to the board. The board can decide whether to:

- consider the suggested goal during the annual goals planning in March
- revise the existing goals

#### **Section 4. Membership Committee**

The Membership Committee conducts the annual membership drive as described in Article III. The committee must maintain a list of all paid members including member's name, address, phone number and date dues paid. The committee must provide this list to the Secretary upon request.

#### **Section 5. Other Committees**

The Executive Committee may establish special or standing committees for the purpose of carrying on the work of the club.

### **ARTICLE VII. COMMITTEE DUTIES AND RESPONSIBILITIES**

In addition to specific duties described by the bylaws and in Standing Rules Article VI, Committee chairpersons are responsible for the following:

- Have all newsletters, flyers and notices approved by an officer of the organization and school principal prior to distribution
- Give a copy of all newsletters, flyers and notices to the Secretary
- Keep a notebook of information pertaining to the committee work; when term is finished or work is completed, turn the file over to the Vice President in the chain of command. Notebook is to include:
  - a brief job description outlining the responsibilities and scope of the committee
  - a timeline indicating at what point tasks need to be carried out (e.g. when meetings need to be called, how much in advance orders need to be placed, etc.)
  - committee members and their tasks
  - planning notes/outlines
  - copies of all flyers/correspondence disseminated
  - a record of expenditures
  - a record of quantities of items ordered for events and the suppliers (including contact name and phone number), if applicable
  - suggestions/recommendations for the next year
- Provide Treasurer with supporting information on expenses and income.
- Provide a progress report at each monthly Board meeting or as requested.
- Present plans of work to the Executive Committee for approval prior to beginning
- Complete required paperwork to obtain approval for use of school facilities and/or personnel for any activities planned (check with school secretary)
- Upon termination or vacancy of chairmanship, all committee chairpersons must turn over to the President all records, funds and other materials.



## **ARTICLE VIII. CHAIN OF COMMAND**

A chain of command to ensure support and administration of Sequoia Parents' Club policy and intent shall be as follows:

- Executive Committee positions shall report to the President.
- Committees shall be distributed by the President between the officers.
- Committee chairpersons shall report to their assigned officer.

## **ARTICLE IX. PROCEDURES**

### **Section 1. Items for distribution**

All memos, letters, flyers and other written communications are to be reviewed and approved by the Principal prior to their distribution at Sequoia. All memos, letters, flyers and other written communications of Parents' Club interest are to be approved by one of the Executive Board members prior to coordination through the Principal's office.

## **ARTICLE X. USE OF PARENTS' CLUB FUNDS**

### **Section 1. Prior Approval for Authorization of Funds**

- Obtain authorization from the Parents' Club Treasurer prior to incurring expense(s) for which reimbursement from the Parents' Club will be requested.
- Present Treasurer with a written request for funds. A Pre-Authorization form may be obtained from the Treasurer or in the Parents' Club drawer in the Sequoia Office. Amounts of \$50 or less may be requested orally.
- Do not incur expenses above the pre-authorized amount.
- Coordinate acquisition of additional funding (amounts above pre-authorization) with the Treasurer prior to incurring additional expense.
- Disbursement of funding requires itemized receipt as well as payee name, address and telephone number.
- Exceptions to the above may be considered on a case-by-case, non-precedent setting basis.

### **Section 2. Executive Board Criteria for Emergency Funding**

All of the following criteria will be in place for approval of Emergency Funding:

- Sequoia Family - Recipient of direct funds or funding benefit will either be a student at Sequoia or a member of a student's immediate family ("Immediate" is defined as Mother, Father, Sister or Brother).
- Life Threatening - Recipient of direct funds or funding benefit will be experiencing a life threatening event.
- One Time Funding - Funding by the Executive Committee will not exceed the amount authorized for Executive Committee approvals. Approval under this policy will be one time only.
- Additional Funding - Funding above the amount authorized for Executive Committee approvals may be considered by the board at either a Board Meeting or by telephonic vote administered by the Secretary. Funding after "One Time" approval will require quorum vote of the board.

## STANDING RULE CHANGES

### Article V. Officers' Duties and Responsibilities

#### Section 5. Treasurer

- Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of the organization. Keep supporting records to establish the items of gross income, receipts and disbursements of the organization; these records must be retained for 7 years.
- Receive and deposit all money into Sequoia Parents' Club bank accounts and retain deposit slips for all deposits made.
- Pay all bills and warrants as authorized securing two signatures on all checks
- Present a monthly financial report at every Board, Executive Committee and Membership meeting. Report should include income and expenses related to the budget and current statement of accounts.
- Ensure that all Federal and State reports are filed on time (review the timeline of tasks each month.) Keep copies in permanent file of the organization.
- Prepare annual financial report.

#### *Change to*

#### Section 5. First Treasurer

- Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of the organization. Keep supporting records to establish the items of gross income, receipts and disbursements of the organization; these records must be retained for 7 years.
- Present a monthly financial report at every Board, Executive Committee and Membership meeting. Report should include income and expenses related to the budget and current statement of accounts.
- Ensure that all Federal and State reports are filed on time (review the timeline of tasks each month.) Keep copies in permanent file of the organization.
- Prepare annual financial report.

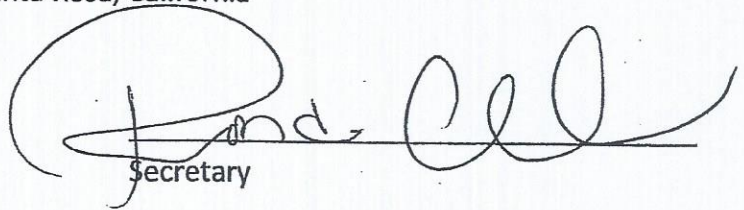
#### Section 6. Second Treasurer (or 1<sup>st</sup> Treasurer in the absence of a 2<sup>nd</sup> Treasurer)

- Receive and deposit all money into Sequoia Parents' Club bank accounts and retain deposit slips for all deposits made.
- Pay all bills and warrants as authorized securing two signatures on all checks

Certificate of SECRETARY

I certify that I am the duly elected and acting Secretary of the Sequoia Parents' Club, Inc a California nonprofit public benefit corporation; that the preceding changes were voted on at the board meeting on October 11, 2012 and unanimously approved. These changes have been adopted for the 2012 – 2013 school year.

Executed on March 14<sup>th</sup> 2013 at Santa Rosa, California

  
Secretary