

STANDING RULES OF VERNE A. DUNCAN ELEMENTARY PARENT TEACHER ORGANIZATION INC.

INTRODUCTION

- The PTO operates under its Bylaws and these Standing Rules, which guide internal procedures.
- Upon request, the Secretary will read these rules at general meetings. They are also available online or in the school office with meeting minutes.
- Standing Rules may be adopted, amended, or rescinded by a majority vote of the Executive Board, as long as they do not conflict with the Bylaws. General membership approval is not required unless specified.
- These Standing Rules shall be reviewed annually by the Executive Board prior to the start of the school year, with revisions adopted by majority vote as needed.

I. GENERAL

- Official name: Verne Duncan Elementary PTO Inc., an Oregon nonprofit.
- Fiscal year: July 1 – June 30.
- Membership includes all parents or guardians of current students and all staff of Verne A. Duncan Elementary. Membership is automatic and does not require dues.
- All officers and members are expected to act in a manner that upholds the values of transparency, respect, and inclusivity.
- The PTO will not participate in or endorse any political campaign.

II. GOVERNANCE AND ELECTIONS

- Executive Board members must resign before running for or accepting political office.
- Elected officers include, at minimum: President, Secretary, and Treasurer.

- The President and Secretary roles cannot be held by the same person simultaneously.
- One household may only have one elected officer, unless an exception is approved by a vote.
- Elections:
 - Held during April or May general meetings.
 - Conducted by secret ballot.
 - All members may vote (including candidates voting for themselves).
 - Nominees must submit written intent to the President one week prior and attend the election meeting.
- Standing Committees may include: Yearbook, Website, Communications, Club Representatives, etc.

III. OFFICERS

A. Term Limits

- Officers serve two-year terms, from July 1 to June 30.
- May be re-elected to serve additional terms.
- Outgoing officers shall support an effective transition by transferring all relevant materials, records, and account access to incoming officers by July 15. This includes passwords, documents, financials, and key contacts.

B. Duties

President

- Presides at all meetings of the PTO and Executive Board.
- Serves as the official spokesperson for the PTO amongst staff, the principal, and community.
- Appoints committee chairs with Executive Board approval.
- Ensures the organization's compliance with bylaws and standing rules.

Vice President

- Assists the President and performs the President's duties in their absence.
- Oversees the coordination of standing committees.
- Supports special projects as needed.

Secretary

- Records and maintains accurate minutes of all general membership and Executive Board meetings.
- Maintains official records of the organization, including standing rules and bylaws.
- Distributes minutes and notices to members in a timely manner.

Treasurer

- Manages all financial accounts and records.
- Prepares financial reports for meetings and annual audits.
- Responsible for deposits and disbursements following PTO policies.
- Coordinates with the Auditor for annual review.
- Prepares and files all required tax documents and ensures compliance with state and federal tax regulations.

C. Vacancies, Resignation, Removal of Officers

- A vacancy exists on the death, resignation, expiration of term, or removal of any officer. The Executive Board may fill vacancies by appointment for the unexpired term.
- Officers may resign at any time by written notice to the President or Secretary.
- Officers may be removed at any time, with or without cause, by a majority vote of Executive Board members.

IV. MEETINGS

- General membership meetings shall be held bi-monthly during the school year, typically starting in September, at times agreed upon by the Executive Board and principal.
- General membership meetings will be held in the school library or another location designated by the Executive Board. A virtual option may be offered at the Board's discretion.

- Notice of general membership meetings date and time shall be given at least two days in advance through channels such as social media, PTO newsletters, posted fliers, and yard signs.
- The Executive Board shall communicate important updates, decisions, and opportunities for involvement with members via at least one official channel (e.g., ParentSquare, email, newsletter, or social media).
- Quorum for general membership meetings shall consist of 5 voting members, including at least three officers and two additional members.
- General membership meetings shall be conducted in accordance with Robert's Rules of Order to ensure fairness and efficiency.
- New business items not included on the agenda may be discussed at the presiding officer's discretion. If time is limited, such items may be tabled until the next general meeting, or the Executive Board may call a special meeting to address them.
- The Secretary shall post a printed copy of the meeting minutes in the school office within two weeks of the general meeting. If available, digital recordings or summaries of meetings (meeting minutes) may also be posted on the organization's website at discretion of the Executive Board.
- The Executive Board shall meet at least four times per school year for planning purposes; these meetings are limited to board and committee members.
- Digital Voting for Executive Board Meetings:
 - The Executive Board may vote via email or digital platform between meetings when a time-sensitive decision is required.
 - A majority of Board members must participate for the vote to be valid.
 - All results must be recorded in the next meeting's minutes.

Order of Business for General Membership Meetings:

The following agenda may be used to guide the flow of general membership meetings. The presiding officer may adjust the order or content as needed based on the priorities of the organization and time available.

1. Call to Order

2. Attendance
3. Approval of Prior Meeting Minutes (moved and seconded)
4. Officer Updates
 - President: Key updates, announcements, and ongoing activities
 - Treasurer: Financial report including income/expenses and presentation of funding requests (e.g., One-Time Grants, Special Project proposals)
5. Committee Reports (e.g., Yearbook, OBOB, Passport Club)
6. Principal's Report
7. Teacher PTO Representative's Report – if applicable.
8. Old Business (unfinished or previously tabled items)
9. New Business (upcoming events, proposals initiatives)
10. Open Discussion (questions, comments, input from attendees)
11. Announcements (deadlines, volunteer opportunities, Volunteer of the Month recognition)
12. Adjournment

V. FINANCE AND BUDGET

- **Budget Process**
 - The PTO operates one year ahead; proceeds from the Jog-A-Thon fund the next year's budget.
 - 10% of Jog-A-Thon proceeds go to a Special Projects Fund for high-impact initiatives (requires member vote).
- **Spending Rules**
 - The Executive Board may approve *unbudgeted* expenses up to \$500.
 - Larger expenses must be approved by a general membership vote.
 - Unbudgeted funding requests must be:
 - Submitted as a meeting agenda item, or
 - Emailed to the Treasurer

Teacher Reimbursement Grants:

- **Purpose:**
Provide financial support to Duncan staff for classroom supplies and professional development.
- **Eligibility:**
Classroom teachers, specialists, instructional support staff, and counselors.
- **Submission Process:**
Requests must be submitted online via a link provided by the Treasurer at the start of the fiscal year (July 1). All submissions must include proof of purchase. The deadline for submissions is the last day of school, with no exceptions.
- **Eligible Expenses:**
Classroom supplies/materials and professional development opportunities.
- **Reimbursement:**
Can be issued by check or direct deposit via Zelle, processed within 10 business days of approval.

One-Time Grants:

- **Purpose:**
Provide financial support to all Duncan staff for projects, purchases or initiatives that fall outside the regular classroom supply budget. These items generally provide a lasting benefit to students, staff, or the community and align with the PTO's mission of enhancing education and engagement.
- **Eligibility:**
Available to all Duncan staff.
- **Submission Process:**
Requests may be submitted online or in written form and placed in the PTO mailbox. Deadline is the final PTO meeting in May. Late submissions may be reviewed at a special general meeting called by the Executive Board or at the first general meeting of the following school year.
- **Approval Process:**
Applications are presented by the Treasurer at the next board meeting. Executive board will vote based on potential impact on the school community.
- **Purchase/Reimbursement:**
All purchases must be approved before purchase is made. Reimbursements will not be given for items purchased prior to approval. Items purchased with grant funds become property of Duncan Elementary and should remain at the school if

the staff member leaves. The PTO Board may assist with purchasing or the awardee may purchase and seek reimbursement.

Special Projects Fund:

- **Purpose:**
The Special Projects Fund is designated to support large-scale, high-impact initiatives that benefit the Verne A. Duncan Elementary School community.
- **Funding:**
The fund is primarily sourced from annual fundraising efforts, with 10% of Jog-A-Thon proceeds set aside each year.
- **Eligible Uses:**
Funds may be used for—but are not limited to—projects such as facility improvements, technology upgrades, educational enhancements, or community-building initiatives that fall outside the scope of the regular PTO operating budget.
- **Proposal Process:**
Proposals may be submitted by any PTO member, staff member, or officer. All proposals must be submitted as a formal written request—either in hard copy or via email—to the Executive Board. The proposer is expected to present their proposal at a general membership meeting, where it will be subject to a majority vote by members in attendance.
- **Voting:**
Voting is limited to members present at the meeting unless the proposer requests an online vote and the Executive Board approves the request.
- **Ineligible Uses:**
Special Projects Funds shall not be used for routine expenses, staff stipends, or any items previously declined through other PTO funding processes—unless those items are resubmitted and approved upon re-review.

Additional Financial Policies:

- PTO bank accounts shall require a minimum of two authorized signers. Authorized signers shall include at least the Treasurer and one additional elected officer who is not related to the Treasurer, generally this is the President.
- The Treasurer is responsible for making deposits promptly following events and upon receipt of checks.
- Whenever physical money is counted, at least two members must be present.

- Electronic deposits of checks are permitted with a receipt of deposit.
- No petty cash shall be kept on hand for future events.
- The Treasurer maintains monthly financial records and presents account reconciliation reports at board meetings. Another board member, shall review and verify reconciliations for accuracy and accountability.
- An Auditor, who is not an authorized signer, shall review the Treasurer's records at fiscal year-end or upon Treasurer transition and sign a statement confirming accuracy.

These Standing Rules were adopted by majority vote of the Executive Board on 9/3/2025.