

GRDC PTO STANDING RULES

I. Finances

- a. The person requesting reimbursement will make a copy of both the receipt and request for payment (for their records) prior to turning in the originals into the committee chair. The committee chair will then deduct the amount of the receipt from his/her budget before forwarding the receipt and request to the treasurer.
- b. Anytime PTO money is counted, two members must be present.
- c. PTO money will be stored in the green PTO box in the GRDC front office until taken to the bank by the financial secretary.
- d. Two signatures from the designated signees are required on all PTO checks.
- e. When placing an order with Renee for food services the chairperson must get an invoice from Renee and attach it to the payment authorization form. This includes food services the PTO utilizes that are paid for by SJUSD.
- f. Every two years in May a "Statement of Information" must be submitted online with the California Secretary of State.
- g. Please allow adequate time for the treasurer to cut a check. Checks will be written no less than every 2 weeks. Checks can be made directly to a vendor with advanced notice.

II. Communication

- a. The minutes from each PTO meeting will be posted within two weeks on the PTO website and in the PTO secretary's binder.
- b. Requests for funds for projects not listed in the PTO budget must be emailed or posted on the website 14 days before a PTO meeting.
- c. Please notify the PTO president and secretary of any new business to be discussed at the next meeting, by email, at least four days in advance of the meeting. If business is brought up at the meeting that is not on the agenda, it is up to the president's discretion whether it will be discussed.
- d. Standing rules will be posted on the GRDC website.
- e. Facebook page for GRDC PTO- login administrator currently held by Sara Langford, will be provided by request of the PTO president.
- f. PTO website and school calendars are on the San Juan GRDC site.
- g. Email: GRDCPTO@gmail.com login held by Sara Langford, can be provided to any PTO board member for access.
- h. Getting access to the San Juan GRDC site is approved through the GRDC Principal. A form must be completed and approved by San Juan Central.

I. Access to the website is lost during the summer and reactivated in the fall.

J. The following PTO documents will be housed on the San Juan GRDC website:

- PTA bylaws
- PTO Meeting Minutes
- PTO Treasurer's Report
- PTO Budget

VI. Amending the Standing Rules

a. Standing Rules may be amended with a 14 day advance web-site notice and a 2/3 vote at a general PTO meeting.