

The proposed SOPs would become effective immediately unless otherwise specified in the SOPs below.

This document is to be used as a guide for all aspects of the MMPTSO. It serves to support current and new members who hold leadership roles within MMPTSO to ensure consistency and utilization of procedures in support of the bylaws. If a new procedure is proposed, the Governance committee chair or other President’s designee is responsible for editing this document accordingly, informing the Executive Board of any proposed changes, adding the revised document to an agenda for approval by the membership, and if approved, updating the official SOP document specifying the approved version date.

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# Merryhill Midtown Parent Teacher Student Association

## Standard Operating Procedures

### I. Bylaws

The Executive Board will review the Bylaws annually by the April Executive Board meeting. If amendments to the Bylaws are recommended, the Executive Board will prepare proposals for the May general membership meeting.

### II. Standard Operating Procedure (SOP)

The Executive Board will review the SOPs annually by the April Executive Board meeting. If amendments to the SOPs are recommended, the Executive Board will prepare proposals for the May general membership meeting.

### III. General Membership

A. This section will be in effect July 1, 2021.

#### B. Membership Form

1. The Executive Board will update (as needed) the Membership Form by August 1st for the upcoming academic year.
2. Eligible applicants must submit a membership form annually for the current academic year; membership forms can be updated and resubmitted if changes are necessary.
3. The membership form will allow applicants to specify:
  - a) Type of membership requested;
  - b) Member Representatives for Member Type (across or within designated households)
4. A spreadsheet or database should be maintained that will sort by name, grade, or other categories for easy tracking.
5. Contact information requested on the membership form will be shared with the general membership, unless the applicant opts out.
6. Member email addresses should be added to a contact list database, based on members' preferences for communication.

#### C. Membership Due Diligence and Reporting

1. The Treasurer will confirm all members are current on their membership application and notify promptly any applicant for resolution of an outstanding issue regarding membership standing.
2. The Treasurer will provide to the Executive Board a current roster of active members monthly.
3. The Secretary will certify that only active members vote.



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### D. Membership Rights

1. In addition to the membership rights outlined in the Bylaws, the following condition(s) are required:
  - a) The majority on the Executive Board will be held by parent members unless consent is provided by a vote of the general membership to exceed that amount, which would only be for a term not to exceed one (1) academic year. For purposes of this condition, staff or faculty members that are also parents would be counted as staff towards that majority limit;
  - b) A faculty or staff member may hold any office on the Executive Board except the office of President.

### E. Membership Dues

1. Dues for the academic year, including any discounts, are set for the entire academic year.
2. Any dues paid for MMPTSO membership is non-refundable, to the extent permissible by law, in the State of California.

### F. Membership Voting by Member Type

1. Family Unit Members are granted two (2) votes and may allocate those two (2) votes across its household(s) as specified in their membership form.
2. Faculty/Staff Members are granted one (1) vote.
3. Faculty/Staff Family Members are granted two (2) votes and may allocate those two votes across its household(s) as specified in their membership form.
4. Student Council Representative Memberships are granted one (1) vote regardless of whether their parent(s) and/or legal guardians are members of the MMPTSO.

Member Type	Voting Allocation
Family Unit	2 Votes
Faculty/Staff	1 Vote
Faculty/Staff Family	2 Votes
Student Council Rep	1 Vote



# Merryhill Midtown Parent Teacher Student Association

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### IV. Executive Board

#### A. Composition

The Executive Board consists of regular and ex-officio members, as defined in Article VII Section 2 and Article VIII Section 1 of the Bylaws. Regular members include the offices of President, Vice President, Treasurer, and Secretary, and ex-officio members include the Head of School, Vice Principals of the school, and standing committee chairpersons.

#### B. Code of Conduct

The Executive Board should observe the highest standards of ethical conduct. In the performance of their duties, they are expected to carry out the mission of the MMPTSO to the best of their ability and judgment, and to maintain the highest standards of integrity.

#### C. Meetings

Regular meetings of the Executive Board will be held during the calendar year, as determined by the Executive Board. The schedule of Executive Board meetings will be established within 30 days of the start of the academic year. Special meetings may be called by the President or by a majority of the Executive Board. In the absence of an emergency, all members of the Executive Board will be notified of the time and place of a special meeting at least seven (7) days in advance of the meeting. Meetings may be held virtually or in person in accordance with Article IV Section 3 of the Bylaws.

#### D. Voting

An act of the majority of the Executive Board present at an Executive Board meeting at which a Quorum is present is required for all action to be taken by the Executive Board. Voting results may be recorded verbally or in written submission through a teleconference poll, chat or other specified method. Votes recorded shall reflect ayes, nays and abstentions.



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### V. Roles and Responsibilities

#### A. President

1. Presides at all general meetings of the organization. Serve as the official representative of the MMPTSO.
2. Performs such other duties as may be prescribed in these bylaws or assigned by the organization.
3. Serves as an ex-officio member of all committees except the nominating committee.
4. Coordinates the work of all Officers and committees of the organization.
5. Serves as a signer on the organization's bank account in addition to the Treasurer.
6. Communicates with school administration regarding monthly newsletter postings, or designate the responsibility.
7. Approves the private Facebook account for the organization, coordinated and maintained by an MMPTSO member. All requests for membership of the Facebook group must either be members of the organization or affiliated with Merryhill Midtown. The name of the Facebook group is Merryhill Midtown Parent Teacher Student Organization.
8. Requests a listing of teachers & staff, including student count per classroom at the beginning of each school year.
9. Coordinates with an Officer the responsibility of recruiting Class/Grade Representatives.
10. Creates and sends a welcome letter to new families on behalf of the MMPTSO introducing the organization prior to the beginning of the school year.
11. Creates, communicates, and maintains the google form for membership enrollment.
12. Reviews and responds accordingly to the gmail account for membership.
13. Coordinates activities with administration and Student Council.
14. Delegates any of the aforementioned duties to current members or Officers as needed.



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### B. Vice President

1. Acts as an aide to the President in any of the President's designated responsibilities as agreed upon by both parties.
2. Performs the duties of the President in his/her absence or inability to serve.
3. Performs other delegated duties as assigned.
4. Maintains a current membership list with the assistance of the President.

### C. Treasurer

1. Serves as the custodian of all funds of the organization.
2. Confirms all memberships are paid in full.
3. Retains keys to the MMPTSO mailbox.
4. Prepares an operating budget for that year and submits the same for approval by the general membership at the beginning of each academic year.
5. Keeps a full and accurate account of receipts and expenditures in a computer-based (preferred) or manual accounting system. Reconciles the account(s) monthly. Bank statements should be reviewed monthly by a member designated by the Executive Board who does not have signing authority on the accounts.
6. Makes disbursements as authorized by a majority vote of members in accordance with the adopted budget.
7. Ensures checks or vouchers are signed by two (2) officers if above \$250 (typically the treasurer and one (1) other officer).
8. Presents a financial statement of the organization at every general membership meeting and as requested by the Executive Board.
9. Creates an annual financial report and presents to the general membership at the May meeting. The report will include all required governmental filings.
10. Responds to any member request regarding financial concerns or questions.
11. Approves, in addition to the President, requests for reimbursement. However, the form must be approved by the President when the reimbursement is requested by the Treasurer.
12. Issues reimbursements or payments electronically, by check, or by cash. Receipts will be issued upon request.
13. Completes and files a Statement of Information with the Secretary of State which is due EVERY EVEN-NUMBERED year beginning five months before the start of the academic year (August or September) and



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through the end of January of the same academic year. This results in a timeframe of [April through January] for the period of the State of Information.

However, according to US Bank, it is necessary to file a Statement of Information earlier if either the President or Treasurer changes.

- a) The Statement of Information must be filed and accepted by the Secretary of State prior to changing the signers of the organization's bank account.
  - b) The Statement of Information and proof of Acceptance from the Secretary of State along with the organization's minutes reflecting the names of the new Executive Board members must be shown to the bank in order to change signers.
  - c) If the Statement of Information is not filed every two years, the corporation's status could be suspended with the Secretary of State, in turn the nonprofit status of the organization with the Internal Revenue Service and Franchise Tax Board may be revoked which would require the organization to refile for non-profit status.
14. The Treasurer of the organization must file the following returns and/or forms:
- a) Form 990-N must be filed with the Internal Revenue Service by May 15th of each academic year for the previous December 31st year end.
  - b) Form 199N e-Postcard must be filed with the Franchise Tax Board by May 15th of each academic year for the previous December 31st year end.
  - c) RRF-1 must be filed with the Attorney General by April 15th of each academic year for the previous December 31st year end.
- Failure to timely file any of these returns or forms may cause the organization to be suspended until tax returns are filed and/or may cause the non-profit status to be revoked.
15. The Treasurer's binder will include the schedule of due dates for the above returns and forms along with the website, username, and password for the 990-N and 199N e-Postcard. The Treasurer's binder will be maintained and passed to each subsequent Treasurer.
16. Update bank signature cards when there are changes to authorized signatories.
17. Check MMPTSO mailbox at least monthly.
18. Request a roster of 8th grade students annually by April 30th to assign 8th grade discretionary funds.



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### D. Secretary

1. Record, distribute, and maintain the minutes of all meetings of the organization including the Executive Board and general membership meetings.
2. Manage time allocations for meeting topics and agenda.
3. Hold a current copy of the MMPTSO Bylaws and all documents submitted for official record.
4. The Secretary is responsible for maintaining the Minutes binder in electronic and physical forms, including the agenda, financials, attendance, and any documents presented at each meeting. The Minutes binder will be transferred to each subsequent Secretary.
5. Minutes for each meeting must be distributed to the membership and posted on the Merryhill Midtown website (parent section) at least one (1) week prior to the next general meeting.
6. Members should vote to approve the prior month's minutes at each general meeting.
7. The Secretary shall record meetings in person or via electronic conference, which will be used to create the minutes. Recordings should be deleted once the minutes are approved by the membership.
8. Perform other delegated duties as assigned.

### E. Grade/Classroom Representatives

1. At the beginning of the year, coordinate with each teacher to determine his/her needs and expectations for the role of the representatives.
2. At the beginning of the school year, introduce yourself to the grade/classroom.
3. Attend monthly MMPTSO general meetings.
4. Distribute MMPTSO updates to grade/classroom as needed (for example, via Friday newsletters or school newsletters).
5. Communicate needs or ideas for your grade/classroom during monthly MMPTSO meetings.

## VI. GENERAL MEMBERSHIP OR SPECIAL MEETINGS

### A. Meeting Conduct and Tone

1. The MMPTSO shall create a welcoming sense of community by acknowledging visitors to the meeting and offering introductions as needed. All participants are encouraged to speak openly, honestly, and





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in a respectful manner and are likewise encouraged to listen, acknowledge and respond in the same manner.

2. While robust conversation is encouraged, all participants are advised to focus on the agenda topics in consideration of allotted time.
3. All unrelated discussions should be reserved for the “New Business” portion of the agenda.
4. New Business agenda items for consideration are strongly encouraged to be submitted in writing to the President and Secretary at least 24 hours prior to the meeting. All items will be subject to postponement until the next month's general membership meeting per discretion of the President.

### B. Meeting Dates/Times/Location

1. All MMPTSO meetings during the academic year will occur monthly with the date, time, and location announced at least seven (7) days prior to the meeting. The membership will be notified through the “Midtown Family Newsletter,” via the MMPTSO Facebook, or Grade/Classroom Representatives.
2. Meetings should be limited to a maximum of 1 ½ hours. Additional meetings and or meetings of sub-committees may occur on an as needed basis.

### C. Attendance

1. All MMPTSO Officers should make it a priority to be at all meetings.
2. All attendees shall sign in on the monthly sign up sheet so that their attendance may be recorded on the minutes.

### D. Agenda/Minutes

1. The minutes are the legal permanent record of the business conducted during a MMPTSO meeting.
2. All Monthly MMPTSO Meetings shall have a record of minutes
3. Minutes should follow the agenda outline format
4. Minutes shall be recorded by the Secretary and must be typed in an electronic document then emailed to all board members no later than two (2) weeks after the meeting.
5. Should the Secretary not be able to attend, a designee must be assigned the duties of Secretary (typically another board member).
6. Members should make every effort to provide comments to the draft minutes to the Secretary prior to the next general meeting.



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7. The meeting minutes will be voted on at the following general membership meeting to be officially adopted into the record.
8. Recorded minutes will be made available to all members.
9. The Agenda shall include the following as necessary:
  - a. Welcome
  - b. Approval of prior month's minutes
  - c. President's Report
  - d. Treasurer's Report
  - e. Head of School's Report
  - f. Grade/Class Representative's Report
  - g. Student Council Report
  - h. Special Committee Reports
  - i. New Business
  - j. Adjourn Meeting

### E. Voting

1. An official act of the Executive Board requires a quorum and a majority of the regular and ex-officio members of the Executive Board present at the Executive Board meeting.
2. All motions will be conducted with the following procedures:
  - a. Stating the motion;
  - b. Debating the motion
  - c. Making a motion,
  - d. Seconding the motion,
  - e. Putting the motion to a vote,
  - f. Announcing the results of the vote.
3. An official act of the MMPTSO requires a quorum and a majority vote of the members present at any meeting.
4. Absentee voting shall not be permitted by members. It is imperative to the MMPTSO that voting members are in attendance which enables them to hear and weigh all relevant information in real time to make an informed decision. However, a representative present at a meeting from a single household with a membership eligible to cast two family votes may do so on behalf of the household. Please note that if family votes are spread among multiple households, the present representative may ONLY cast one vote for his or her household.



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### VIII. STANDING AND SPECIAL COMMITTEES

Committee Protocol- All committees will have a chair that is responsible for identifying and growing designated committee membership. The chair may request the President/communication chair to send email “blasts” to the membership to recruit participation. Committee membership, meeting dates, and budgets must be shared with the general membership and the Executive Board. Monthly reports, as applicable, on the committee’s progress should be provided by the general meeting prior to the scheduled event. The committee should also provide a follow up report to share the results of the event/project.

#### A. Standing Committees

##### 1. Nominating Committee

- a. The nominating committee is composed of up to three (3) Members who shall be selected by the President. The committee shall carry out its responsibilities, as specified in Article VI Section 3 of the Bylaws.
- b. Communicate to all members that nominations are being solicited for Executive Board positions at least 1 month prior to the election.
- c. Coordinate receiving nominations and notifying nominees of there nomination to confirm their interest.
- d. Create ballots and run the election process at the May general meeting.

##### 2. Governance Committee

- a. Reviews the Bylaws and Standard Operating Procedures annually.
- b. Provides notice to the Executive Board of any recommended changes to either document.
- c. Coordinates the administrative process for approval of any changes by general membership.

##### 3. Financial Review Committee

- a. The Treasurer, Secretary, and the Finance Manager of Merryhill will serve as mandatory members of this committee.
- b. Additional members may serve by selection of the committee chair.
- c. Upon change of the office of the Treasurer and/or at the conclusion of the academic year, the committee will conduct a review of the MMPTSO’s finances.
- d. The committee will confirm Treasurer compliance with SOP guidelines.



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### 4. Other Standing Committees

The Executive Board may establish other Standing Committees as it deems necessary to carry out the Mission of the MMPTSO. The President shall appoint the chairpersons of all Standing Committees, who shall also serve as ex-officio members of the Executive Board. The chairperson of each Standing Committee shall recruit the members for his or her committee. Any Member may serve as a committee member. The Chairperson shall report the plans and activities of the Standing Committee to the Executive Board, which must approve such reports prior to presenting to the general membership.

### B. Special Committees

#### 1. Back to School Event-

MMPTSO collaborates with the school to provide an event that welcomes new families, reconnects returning families, and encourages MMPTSO membership. The Executive Board is strongly encouraged to attend to introduce themselves and network with the school community.

- a. Confirm date and procedures for event with administration;
- b. Book food truck and ice cream truck for event;
- c. Decide on entertainment (DJ, face painting, games, etc?)
- d. Create sign ups for volunteers to greet new and returning families;
- e. Promote MMPTSO membership sign ups for the academic school year members, recruit Classroom/grade representatives;
- f. Publicize the event via MMPTSO Facebook, emails, postcards to new families;
- g. Report earnings/expenses, membership recruits, and review the event at the first General Meeting following the event.



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### 2. Spring Open House-

MMPTSO coordinates the Spring Open House/Raffle/Silent Auction event to raise funds for the current 7th grade class (upcoming 8th grade class) to offset expenses for the class graduation trip. Benefiting families are strongly encouraged to volunteer for this event.

- a. Confirm date and procedures for event with administration;
- b. Book food truck for event;
- c. Solicit/accumulate donations for raffle and silent auction;
- d. Create sign ups for volunteers to manage sales of tickets, auction tables, etc;
- e. Publicize the event via MMPTSO Facebook, email, and newsletters;
- f. Report earnings/expenses, membership recruits, and review the event at the first General Meeting following the event.

### 3. Trunk or Treat-

MMPTSO sponsors this event to provide a safe and fun student activity to celebrate the spirit of Halloween while incorporating family creativity and the school community.

- a. Identify location (hallways or sections of the parking lot)
- b. Determine activities- (How many trunks? How many students? How many pieces of candy per student? per trunk?)
- c. Set necessary guidelines for trunks: nothing too scary, no weapons, no fog machines, etc.
- d. Identify set up and take down out procedures with volunteers;
- e. Collaborate with school on opening and closing procedures of parking lot to communicate with volunteers;
- f. Coordinate with Student Government to solidify trunk voting criteria and identify who will vote for the Golden Pumpkin Winner..
- g. Take a photo of the winner and present the Golden Pumpkin Trophy to the winner with the winner's photo.
- h. Golden Pumpkin Trophy shall be displayed in the campus trophy cabinet.
- i. Report earnings/expenses, membership recruits, and review the event at the first General Meeting following the event.



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### 4. Staff Appreciation Events-

MMPTSO celebrates Merryhill staff at the end of Trimester 1 (November) and Trimester 2 (February) to promote gratitude and appreciation of the work performed by the school.

- a. Recruit volunteers to facilitate the trimester event.
- b. Volunteers will design activities (breakfast, lunch, snack, etc) and implement the event.
- c. Report earnings/expenses, membership recruits, and review the event at the first General Meeting following the event.



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### 5. Staff Appreciation Week-

MMPTSO coordinates this week-long activity in Trimester 3 to celebrate the academic year with the entire school.

- a. Confirm date, theme, and schedule for event with administration;
- b. Communicate regularly with Classroom/Grade Representatives to coordinate themes and celebrations for the week;
- c. Consider soliciting donations from local businesses to supplement the budget (coffee from Starbucks, pastries/food from a grocery store, etc.)
- d. Coordinate volunteers as needed for decorations, set up/clean up, recess shifts, lunch service, deliveries, etc.
- e. Report earnings/expenses, membership recruits, and review the event at the first General Meeting following the event.

### 6. Field Day-

MMPTSO sponsors this event with the Student Council to promote collaboration and sportsmanship amongst the student grade levels and teaching staff.

- a. Confirm date, theme and schedule for event with Student Council and administration;
- b. Coordinate volunteers as needed for game ideas, shifts, lunch service, purchases, etc;
- c. Book Ice cream truck or purchase cool treats for students;
- d. Book Photo booth or other vendors as needed;
- e. Record names of winning teams (Spirit and Overall) for trophy name plate to be created;
- f. Report earnings/expenses, membership recruits, and review the event at the first General Meeting following the event.