

**STANDING RULES**  
**OF**  
**CERRITOS ELEMENTARY EDUCATIONAL FOUNDATION (CEEF)**  
**a California Nonprofit**  
**Public Benefit Corporation**  
**Incorporated November 1, 2005**

1. **ByLaws and Standing Rules** – The President of this organization is responsible for updating and revising both the ByLaws and Standing Rules with feedback and agreement from the Executive Board. At the beginning of the term of office, each member of the Executive Board shall be given a copy of the ByLaws and these Standing Rules and shall be responsible for making a thorough study of them.
2. **Board Roster** – The President shall prepare the list of Executive Board Members and Committee Chairs along with their yearly responsibilities and submit to officers, school principal and update on school website.
3. **General Meeting Dates** – General meetings are open to staff, families and the community for Cerritos Elementary and shall be held on the last Wednesday of the months of August, October, January, March, April of the school year unless otherwise ordered by the Executive Board.
4. **Executive Board Meeting Dates** –
  - a. The annual opening Executive Board Meeting shall be held prior to the start of the school year.
  - b. The regular Executive board meetings shall be held on the first Wednesday of the months of September, October, November, January, February, March, April, May of the school year at 7pm unless otherwise ordered by the Executive Board.
  - c. The annual wrap up Executive Board Meeting shall be held no later than June 30th.
  - d. Schedule end of school year meeting with Principal to discuss and determine next school year activities calendar. (Currently Tuesday 6/2/26 at 10am)
5. **Executive Board and General Meeting Agendas** – At least twenty-four (24) hours notice, in writing, must be given to the President in order to have an item of business or an announcement placed on the executive board and general meeting agendas.
6. **Executive Board and General Meeting Minutes** -
  - a. Meeting minutes are considered legal documents and should record all discussions and actions that took place, including the exact wording of motions, who made them, and the vote results.

- b. Minutes from the previous meetings need to be reviewed by the Board and approved or corrected. All approved meeting minutes need to be signed by the Secretary and filed in a folder located at the CEEF File Cabinet at Cerritos Elementary.
  - c. How to approve motions:
    - i. President to ask for a motion to approve
    - ii. Have one member make the motion, a second member approve it, and President calls for a vote
    - iii. Approve with a majority vote
- 7. **Procedure Records** – Each officer and chair shall be responsible for keeping a procedure book and/or digital files to pass on to the incoming officer or chair at the end of the term of office.
- 8. **Committee Chairs** – The president shall appoint each chair of a committee, and may appoint an assistant to any of the chairs, subject to the ratification of the executive board. The term of office for a chair shall be one year. A chair may serve an additional term if appointed by the president, and subject to the ratification of the executive board.
- 9. **Standing Committees** – The standing committees of this include [list all committees that function all year]:
  - a. Birthday Book Club Committee
  - b. 6th Grade Activities Committee
- 10. **Mr. Spratt's School Rules -**
  - a. Do not email teachers directly regarding CEEF business - email Spratt and he will advise teachers accordingly
  - b. Only use staff lounge when staff are not on break or lunch
  - c. You can use small office at the Front Office with doors closed
  - d. Use the copy room if no other rooms are available
  - e. Spratt needs to approve all communication that is sent from the school, displayed or posted from school including school flyers, emails and posters, etc.
- 11. **Banking**
  - a. The President and Secretary of this organization are responsible for drafting and signing a letter to Bank of America La Palma denoting new board members as check signers (referencing meeting minutes where new board was voted in - see Foundation Google shared drive) to change signers. (5) maximum signers allowed, only (3) are required per ByLaws of which need to be the President and Treasurer
  - b. All board members on account need to be present to change signers with 2 forms of ID
  - c. Make sure Cerritos Elementary website and our new CEEF website has new Board Members info updated as the bank will check and verify.

12. **Annual Renewals** - The President of this organization is responsible for renewing the following items annually:
- a. **Quickbooks** - \$80 a year paid via Techsoup auto-charge on CC / **expires August 1st**
  - b. **Canva** - \$119 auto-charge on CC **expires August 11th**
  - c. **RVNA Liability Insurance** - **expires September 17th**
    - i. Please submit proof of Certificate of Liability Insurance to ABCUSD Risk Management: Cynthia Patino [cynthia.patino@abcusd.us](mailto:cynthia.patino@abcusd.us)
    - ii. [https://www.abcusd.us/apps/pages/index.jsp?uREC\\_ID=1179407&type=d&pREC\\_ID=1414543](https://www.abcusd.us/apps/pages/index.jsp?uREC_ID=1179407&type=d&pREC_ID=1414543)
  - d. **Pork Bun Web Domain Registration** - **expires December 18th**
  - e. **Wix Web Hosting** - \$183.60 **expires August 3rd**
  - f. **Go Zen!** - \$137.90 - **expires August 5th (check with Ms. Blankson if she still wants to renew and check for 30% discount)**
13. **Fiscal Year Budget:** The Treasurer and President of this organization are responsible for developing the annual budget and presents the proposed budget for adoption to the Executive Board at the opening meeting of the year. The proposed budget must be presented to and voted upon by the Executive Board and recommended for adoption prior to the first general meeting each year. If adjustments are needed, the budget can be amended by a two-thirds vote the Executive Board. It is recommended that the treasurer provide the Executive Board with a budget-to-actual comparison report at least quarterly.
14. **The Internal Revenue Service Employer Identification Number (EIN)** for this Association is 20-3717265
15. **The entity number** for this Association assigned by the **Franchise Tax Board (FTB)**, is 2808355
16. **The charitable trust number** for this Association, as assigned by the **California State Office of the Attorney General**, is CT0294170
17. **The corporation number** for this Association, as assigned by the **Secretary of State**, is 2808355
18. **Fiscal Year:** The fiscal year of this organization shall begin July 1 and end on June 30. (This is the fiscal year established and is on file with the Internal Revenue Service)
19. **Financial Filings and Reportings** - It is highly suggested all tax returns and government agency required forms are sent via "Certified Mail - Return Receipt Requested." This is the only proof you have that filing requirements have been met by specified due dates. REMEMBER - Non-profit organizations may not have to pay taxes, but they DO HAVE TO PAY FINES for not filing or following the rules and regulations.

20. **Registry of Charitable Trusts at the California State Office of the Attorney General** - The Treasurer or President of this organization will file a CA Attorney General Form RRF-1 Form annually with the Registry of Charitable Trusts at the California State Office of the Attorney General. (due by November 15th of each year) <https://oag.ca.gov/charities/renewals> You must submit a copy of your tax returns to the CA Charity Registry along with your RRF-1 Form (IRS does not share tax filings with CA Dept of Justice).
- a. You can renew online <https://oag.ca.gov/charities/online-renewal-checklist> and the Account Code and/or Registration Code are sent by postcard via U.S. Mail to the organizations [eligible to file online](#) who have not. The postcards are sent within 45 days after the expected end of the latest accounting period (about three months before the Renewal Due Date).
21. **Registry of Charitable Trusts at the California State Office of the Attorney General** - The Treasurer or President of this organization will file a Form CT-TR-1 annually along with CA Attorney General Form RRF-1 Form if the annual income is less than \$50,000 (due by November 15th of each year) <https://oag.ca.gov/charities/renewals>
- a. You can renew online <https://oag.ca.gov/charities/online-renewal-checklist> and the Account Code and/or Registration Code are sent by postcard via U.S. Mail to the organizations [eligible to file online](#) who have not. The postcards are sent within 45 days after the expected end of the latest accounting period (about three months before the Renewal Due Date).
22. **California State Franchise Tax Board (FTB)** - The Treasurer or President of this association will file the electronic Form 199N (due by November 15th of each year): <https://www.ftb.ca.gov/file/business/types/charities-nonprofits/199N.asp> or with the assistance of a hired Accountant file Form 199: <https://www.ftb.ca.gov/file/business/types/charities-nonprofits/annual-and-filing-requirements.html> annually with the California State Franchise Tax Board (FTB). Non-profits with annual gross receipts normally more than \$50,000 are required to file Form 199N. Non-profits with annual gross receipts normally equal to or less than \$50,000 are required to file Form 199 (electronic form) annually with the Franchise Tax Board.
23. **Internal Revenue Service (IRS)** - The Treasurer or President of this association will file the Annual Return Form 990, Form 990-EZ or Form 990-N) with the Internal Revenue Service (IRS) (due by November 15th of each year). If your average gross receipts for the past 3 years is below \$50,000, then you can file the Form 990N with the e-postcard online at: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>. Otherwise, with the assistance of a hired Accountant, you can file the Form 990-EZ online for organizations with gross receipts of more than \$50,000 but less than \$200,000 and total assets of less than \$500,000 at the end of their tax year at: <https://www.irs.gov/forms-pubs/about-form-990-ez>.

24. **CA Secretary of State (SOS)** - The Treasurer or President of this association will file a Statement of Information Form (SI-100) including any required fees with the Secretary of State (SOS) biennially. (due before the end of the calendar month during which the original Articles of Incorporation were filed. Our last filing was due 11/30/23, **the next filing will be due 11/30/25, then 11/30/27, 11/30/29 and so on**) <https://bizfileonline.sos.ca.gov/search/business>
25. **DBA - Fictitious Business Name Statement** - The President of this association will renew our Fictitious Business Name Statement (**DBA - Doing Business As**) as CEEF with the Los Angeles County Registrar-Recorder/County Clerk **by 7/10/29** when the current registration expires here: <https://www.lavote.gov/home/county-clerk/fictitious-business-names/renewals> Since we are renewing as a corporation, the County Clerk will require a print-out issued by the California Secretary of State indicating the current existence and good standing of that business entity, no other state evidence will be accepted. Obtain certificate here: <https://bizfileonline.sos.ca.gov/search/business>
- a. Renewal DBA certificate is needed so we can cash checks written out to CEEF with Bank of America. A copy of the renewed Fictitious Business Name Statement needs to be submitted to Bank of America La Palma upon receipt.
  - b. Renewal DBA certificate also needs to be submitted to Registry of Charities and Fundraisers, California Department of Justice, Office of the Attorney General at [registration@doj.ca.gov](mailto:registration@doj.ca.gov)
26. The **Articles of Incorporation/ByLaws, IRS Letter of Tax Determination, Checkbook and Reimbursement Folder** for this association are stored in the CEEF File Cabinet at Cerritos Elementary and cannot be taken home or removed from school grounds.
27. The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern this organization in all cases in which they are applicable and in which they are not in conflict with our Bylaws, the Articles of Incorporation and the California Nonprofit Corporation Law.

#### **HISTORICAL NOTES:**

STANDING RULES REVIEWED and ADOPTED by BOARD OF DIRECTORS on MARCH 12, 2025  
REVISED AUGUST 7, 2025 - Board Meeting Dates



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Cathy Cheng, President