

Policies and Procedures

Chief PTO

Updated April 2021

I. Name and Purpose

The name of this organization is the Cherokee Bend School Parent and Teacher Organization (Chief PTO), of Mountain Brook, Alabama. It is a member of the Mountain Brook Council of Parent and Teacher Organization (Mountain Brook Council PTO, Inc). The Chief PTO shall abide by the bylaws of the Mountain Brook Council PTO.

The purpose of the Chief PTO is to positively impact, support, and enhance the overall learning environment at Cherokee Bend Elementary School. As part of this mission, we seek to strengthen the relationship between home and school. The Chief PTO has three basic roles:

Fundraising and budget allocation

Community-building and volunteerism

Program enhancements by sponsorship of school programs, events, services and communications.

II. Membership and Dues

- A. Membership in the Chief PTO is based on the following criteria: (1) member has a child registered at Cherokee Bend Elementary School and (2) payment of annual dues.
- B. Every individual who is a member of the Chief PTO is, by virtue of that fact, a member of the Mountain Brook Council PTO.
- A. Membership of the Chief PTO shall be made available without regard to race, color, creed, or national origin to any individual who subscribes to the purposes and basic policies of the Chief PTO.
- B. This PTO shall conduct an annual enrollment of members, but persons may join at any time.
- C. Each member of the Chief PTO shall pay annual dues determined by the organization. The amount of the dues shall include the portions payable to Mountain Brook Council PTO.
- D. The Chief PTO cannot accept goods or services in exchange for Chief Sponsor donation.

III. Board of Directors

- A. The affairs of the Chief PTO shall be managed by its Board of Directors in the intervals between general membership meetings.
- E. The members of the Board of Directors shall be:
 - 1. elected officers;
 - 2. the Cherokee Bend Elementary School Principal or a representative appointed by him or her.
- C. The Board of Directors shall:
 - 1. carry out business referred to it by the membership of the organization;
 - 3. approve the plans of work of the standing committees;
 - 4. present a report at the regular general membership meeting of the Chief PTO;
 - 5. approve an annual budget;
 - 6. post the annual budget to the Chief PTO's website;

7. approve payment of routine bills within the limits of the approved budget;
 8. approve any modifications to the budget that may occur during the year;
 9. approve any expense outside the approved budget that is over \$200. For expenditures over \$200, a majority vote of the Board of Directors is required.
- D. If any member of the Board of Directors ceases to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the Board of Directors;
 - F. Regular meetings of the Board of Directors shall be held with the dates and times determined prior to the first meeting of the year;
 - G. Special meetings of the Board of Directors may be called by the President;
 - H. At all meetings of the Board of Directors, a majority of the members of the Board shall constitute a quorum for the transaction of business;
 - I. In the event that an email vote is needed, a majority of email responses from the Board of Directors shall constitute a quorum for the transaction of business. The Secretary will add an addendum to the previous month's meeting minutes;
 - J. Upon expiration of the term of office, or when individuals cease to hold the position that entitles them to be a member of the Board of Directors, they shall automatically cease to be a member of the Board of Directors and shall be relieved of all duties and responsibilities. All records, books, and other materials pertaining to the position shall be turned over to the President immediately upon expiration of term.

IV. Officers

- A. The officers of the Chief PTO shall be as follows: President, President-Elect/Vice President of Fund Development, Vice President of Volunteers, Vice President of Communications, Secretary, Vice President of Technology, Treasurer, Assistant Treasurer and Parliamentarian. These officers shall form the Board of Directors of the Chief PTO. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Chief PTO:
 1. Each officer is required to be a member of the Chief PTO;
 2. No officer may be eligible to serve more than two consecutive terms in the same office;
 3. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office;
 4. To be eligible for serving as President-Elect, the officer must have previously served a minimum of one year on the Board of Directors, chaired an annual fundraiser or as eligibility is determined by the Nominating Committee.
- B. Officers shall assume their official duties following the end of the school year and shall serve for a term of one year or until their successors are elected;
- B. A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the President-Elect. The Board of Directors shall fill a vacancy in any office other than President.

V. Nominating Committee:

- A. There shall be a Nominating Committee composed of four voting members;
- A. The President-Elect shall select the Chairman of the Nominating Committee in the spring prior to the year he or she is President;

- B. Three additional voting members shall be selected to serve: one appointed by the President and two members elected by the Board of Directors;
- C. The President will sit on the Nominating Committee as a non-voting member;
- D. The Nominating Committee shall nominate an eligible person for each office to be filled; The consent of each candidate must be obtained before his or her name is placed on the slate;
- A. The Nominating Chairman will consult with the Principal of Cherokee Bend Elementary School and with the President-Elect before the Nominating Committee begins their selection process;
- B. The Nominating Chairman will also share the proposed slate with the Principal and the President-Elect once the Committee has completed their selections prior to being presented to the Board of Directors;
- C. The Nominating Committee shall present the slate of officers to the Board of Directors at the January Board meeting for approval;
- D. The Nominating Committee will post and/or present the slate of officers at least 15 days prior to presenting it to the PTO membership for approval at a general PTO meeting. This general PTO meeting shall be held prior to the end of the school year.

VI. Duties of Officers of Board of Directors

- A. The President shall:
 - 1. preside at all meetings of the Chief PTO;
 - 2. serve as an ex officio member of all committees;
 - 3. coordinate the work of the officers and committees of the Chief PTO in order that the objectives of the Chief PTO may be promoted;
 - 4. provide committee chairs with their budgets at the beginning of the fiscal year;
 - 5. attend monthly Mountain Brook Council PTO council meetings;
 - 6. attend monthly Mountain Brook City Schools Board of Education meetings or designate a representative to attend;
 - 6. have the Board of Directors sign a Conflict of Interest Policy on an annual basis;
 - 7. serve on the Finance Committee;
 - 8. be a signatory on the Chief PTO's bank accounts;
 - 9. perform such other duties as may be provided for by these policies and procedures, prescribed by the parliamentary authority, or directed by the Board of Directors.
- B. The President-Elect/Vice President of Fund Development shall:
 - 1. act as aide to the President;
 - 2. perform the duties of the President in the absence or inability of the President to serve;
 - 3. serve on the Finance Committee;
 - 4. serve as an ex-officio member on all fundraising committees, attend all fundraiser kick-off meetings and act as liaison to the Board of Directors;
 - 5. oversee the Chief Sponsorship fundraising program;
 - i. ensure that Chief Sponsorships shall not be traded for goods and services
 - 6. work with individual fundraising chairs to ensure donor fulfillment;
 - 7. appoint the chairmen of the standing and special committees in the spring for the following year;

8. assume the office of President at the end of the school year;
9. perform such other duties as may be provided for by these policies and procedures, prescribed by the parliamentary authority, or directed by the Board of Directors.

C. The Vice President of Volunteers shall:

1. act as aide to the President;
10. coordinate volunteers for grade representatives, room parents and online sign up forms for general volunteers;
11. hold room parent meeting in August before Back to School Night;
12. maintain committee lists and chairs in coordination with the President and VP of Technology
13. perform such other duties as may be provided for by these policies and procedures, prescribed by the parliamentary authority, or directed by the Board of Directors.

D. The Vice President of Communications shall:

1. act as aide to the President;
14. coordinate all forms of Chief PTO publicity and communication (ex. eNews, Smoke Signals, Instagram, Facebook, media board in the lobby, entrance banner and sandwich board sign);
15. give information to the VP of Technology in a timely manner so that it can be displayed on the Chief PTO website;
16. perform such other duties as may be provided for by these policies and procedures, prescribed by the parliamentary authority, or directed by the Board of Directors;

E. The Vice President of Technology shall:

1. act as aide to the President;
17. perform such duties as are required to manage and maintain the Chief PTO membership (including access) and committee data;
18. distribute volunteer lists to committee chairs;
19. perform such duties as are required to manage Chief PTO website;
20. act as aide to directory chair;
21. develop, track and revise the technology strategy annually;
22. perform such other duties as may be provided for by these policies and procedures, prescribed by the parliamentary authority, or directed by the Board of Directors.

F. The Secretary shall:

1. act as aide to the President;
23. record the minutes of all board meetings, and general Chief PTO meetings;
24. be prepared to read the records of any previous meetings;
25. attend to such matters of correspondence as may be referred to her or him (i.e. thank you notes, speaker appreciations, celebrations, deaths, etc.).
26. perform such other duties as may be provided for by these policies and procedures, prescribed by the parliamentary authority, or directed by the President or the Board of Directors.

G. The Treasurer shall:

1. act as aide to the President regarding financial matters;
27. have custody of the funds of the Chief PTO (including Chief PTO debit card);
28. be a signatory on the Chief PTO's bank accounts;
29. maintain a full account of the funds of the Chief PTO using the appropriate accounting software;
30. make disbursements as authorized by the President or Board of Directors in accordance with the budget adopted by the Chief PTO;
31. have checks signed by two of the three officers: Treasurer, Assistant Treasurer, President;
32. keep a full and accurate account of the receipts and disbursements in the books belonging to the Chief PTO using appropriate accounting software;
33. provide a written financial statement to the Board of Directors at each meeting;
34. provide monthly financial statements to the PTO Council Treasurer;
35. prepare monthly bank reconciliation to be reviewed at monthly finance committee meeting by past Treasurer or President-Elect;
36. present an annual report of the financial condition of the organization;
37. serve and conduct monthly Finance Committee meetings, consisting of the President, President-Elect, Treasurer, Assistant Treasurer and outgoing prior year's Treasurer, or as deemed necessary if more frequently than monthly;
38. prepare the next fiscal year's budget with input from the Finance Committee;
39. within thirty (30) days of the close of the fiscal year prepare materials to assist the Financial Review Committee in their review of the financials;
40. The Treasurer shall request from the Principal and Cherokee Bend Elementary School Bookkeeper a quarterly report with back-up of expenditures made with PTO donations.
41. As soon as practical after the fiscal year, submit the books for an annual review of the financial policies and procedures by a committee independent of the President, Treasurer, and Assistant Treasurer selected by the Board of Directors;
42. report the findings of the financial review to the Board of Directors;
43. follow procedures as recommended by the Mountain Brook Council PTO, CPA, and insurance carrier to meet the guidelines necessary for tax reporting and insurance coverage qualifications;
44. submit the books annually and in a timely manner to the Mountain Brook Council PTO for the joint filing of the tax return;
45. attend the annual Mountain Brook Council PTO's Treasurers' meeting.
46. perform such other duties as may be provided for by these policies and procedures, prescribed by the parliamentary authority, or directed by the President or the Board of Directors.

H. The Assistant Treasurer shall:

1. act as aide to the President
 - i. assist the Treasurer in the duties of office;
- ~~47.~~ be a signatory on the Chief PTO's bank accounts;
48. ensure that there is a designated financial chairperson for each Chief PTO fundraiser and submit fundraising forms to the Board of Education;
49. assist the Treasurer with any collections

- 50. serve on the Finance Committee;
- 51. record minutes at the Finance Committee meetings;
- 52. send out annual tax letters;
- 53. serve a two year term and assume the office of Treasurer following the annual review in Section G14;
- 54. not be related to the Treasurer, by marriage or family;
- 55. perform such other duties as may be provided for by these policies and procedures, prescribed by the parliamentary authority, or directed by the President or the Board of Directors.

I. The Parliamentarian shall:

- 1. act as aide to the President
 - i. be the preceding year's Chief PTO President;
- 2. advise the presiding officers on questions of parliamentary procedure;
- 56. perform installation of officers at annual Chief PTO meeting held in May.
- 57. review the Policies and Procedures each year, as needed;
- 58. perform such other duties as may be provided for by these policies and procedures, prescribed by the parliamentary authority, or directed by the President or the Board of Directors.

VII. Committees

- A. Only members of the Chief PTO shall be eligible to serve in any elected or appointed positions;
- K. Board of Directors may create special committees as necessary to promote the purposes and carry on the work of the Chief PTO.
- L. The chair of each committee shall complete a timely report of their committee and submit to the Board of Directors within one month of the event for date specific projects or no later than the annual meeting for ongoing projects;
- M. All receipts for reimbursement for committee expenses must be submitted within 30 days of expenditure;
- N. Committee chairs are responsible for prompting vendors to submit timely invoices for payment;
- O. The chair of each committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the consent of the Board of Directors.

VIII. General Membership Meetings

- A. Regular meetings of the Board of Directors shall be held with the dates and times determined prior to the first meeting of the year.
- P. Special meetings of the Chief PTO may be called by the President or by a majority of the Board of Directors.
- Q. The annual meeting shall be held in May.

IX. Mountain Brook Council PTO Membership

- A. The Chief PTO shall be represented in meetings of the Mountain Brook Council PTO by the President or appointed representative.

- R. The Chief PTO shall pay annual dues to the Mountain Brook Council PTO as provided in the Mountain Brook Council PTO Organization Bylaws.

X. Fiscal

- A. The fiscal year of the Chief PTO shall be from July 1 through June 30;
- S. Each spring the current Treasurer shall prepare a budget for the next fiscal year with input from the Finance Committee. The new Board of Directors will vote on the budget after the installation of officers or at the first board meeting in the next fiscal year.
- T. Within thirty days after the close of the fiscal year, or when the majority of transactions of the year have been posted to the general ledger, the financial review committee shall perform an annual review of the financials.
- U. The current Treasurer shall provide all of the financial records for the year under review, as well as, a print out of the general ledger transactions for the Financial Review.
- V. The Financial Review Committee shall consist of three members. This committee will include one member of Cherokee Bend Elementary School Administration or their representative and at least one past Chief PTO Treasurer not currently seated on the Board. The third committee member shall be recommended by the Board of Directors and not currently seated on the Board. The Financial Review Committee shall also have one member of the current Board or the current Treasurer on standby to answer questions, but not be a part of the committee itself. It shall be the responsibility of the Financial Review Committee to review the transactions of the fiscal year as posted to the general ledger and to sign off on the general ledger as an indication of their review. Any issues, concerns or inconsistencies noted by the Financial Review Committee shall be brought to the attention of the Chief PTO Board of Directors and current Treasurer for resolution. The Financial Review should be completed before the next year school begins.
- A. It is recommended that a reserve of \$20,000 be maintained in the Chief PTO cash reserves.

XI. Amendments to Policies

- A. These policies and procedures may be amended at any regular general membership meeting of the Chief PTO by a two-thirds vote of those members present and voting, provided the amendments have been approved by the Board of Directors and notice of proposed amendments has been provided to the membership 15 days prior to the meeting.
- W. Amendments or revised policies and procedures by the Chief PTO shall be in accordance with the bylaws or regulations of the Mountain Brook Council PTO.
- X. Policies and Procedures of the Chief PTO shall be reviewed each year.

XII. Communication Procedures

- A. Emails, texts, and other social media platforms are used by the Chief PTO to communicate Chief PTO and school events. Providing email addresses and cell phone numbers to the PTO is not mandatory. The Chief PTO will make every effort to prevent emails/cell phone numbers from being distributed outside the Cherokee Bend Elementary School community.

- Y. When Chief PTO emails are sent out, the bcc (blind carbon copy) heading is recommended.
- Z. The Chief PTO President, or their assigned alternative, must approve all Chief PTO communications sent to Cherokee Bend Elementary School families.
- AA. Under no circumstances will Chief PTO emails/texts be used for personal or outside solicitation.
- BB. Only information pertaining to the Chief PTO, Mountain Brook Schools, Mountain Brook Council PTO or City of Mountain Brook will be communicated through the Chief PTO unless voted on by the Board of Directors. This includes posting on the website, emails from the Chief PTO, social media platforms, onsite signage or any other forms of communication from the Chief PTO.

XIII. Memorials, Gifts and Special Events

- A. Memorial donations will be determined by the Board of Directors in the event of the death of a current Cherokee Bend Elementary School student, parent or staff, or immediate family member of a Cherokee Bend Elementary School student or staff.
- CC. Events for retirement or other special occasions for Cherokee Bend Elementary School staff will be considered by the Board of Directors. Any gifts to retiring faculty and staff (or in recognition of other special events) shall be voted on by the Board of Directors.
- DD. It will be the responsibility of the Treasurer to effect the donation to the designated agency.
- EE. It will be the responsibility of the Secretary to handle any correspondence needed.
- E. Gift-Giving Policies
 1. In regard to school employees: A value of twenty-five dollars (\$25) or less can be spent per occasion and an aggregate of fifty (\$50) or less in a calendar year from any individual.
 2. Collective gift-giving from the Chief PTO or a class to their teacher or other staff member has no limitations.
 3. No cash may be given to school employees. Gifts must be in the form of a gift card.

XIV. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Chief PTO in all cases in which they are applicable and in which they are not in conflict with these policies and procedures.

These Chief PTO Policies and Procedures were last amended April 2021.