

The PTO of <School Name>: POLICIES AND PROCEDURES

Membership (Article IV)

The basic policies and procedures of Membership shall include, but not be limited to, the following:

- A. Executive board needs to establish annual membership dues prior to Spring general meeting (Article IV, Section 2).
- B. General membership meetings will be held by September 1 to approve current school year budget. Another will be held by April 30 to approve next year's Executive Board and dues (Article IV, Section 3a).
- C. Persons can be admitted into membership at any time during the year. There is no prorated amount for membership.
- D. The privilege of holding office, making motions, debating and voting shall be limited to members of the organization.

Executive Board (Article V)

The basic policies and procedures of the Executive Board shall include, but not be limited to, the following:

- A. All Executive Board members will undergo a background check, sign an annual confidentiality agreement, and are considered volunteers per the terms and conditions set by the Williamson County School Board.
- B. Formulation of organizational policies and procedures, and long-range plans in keeping with the purposes and objectives of the PTO.
- C. Create standing and special committees as are deemed necessary to promote the purpose and to carry on the work of the organization.
- D. Assist in all major events of <School Name>.
- E. Coordination and consideration of specific suggestions, criticism, requests for funds, fund-raising proposals, committee problems, recommendations from the General Membership, and/or other matters requiring direct action by the Executive Board.
- F. Communication of the needs and activities of <School Name> to the General Membership, the student body, the faculty, and the community.
- G. Approve and implement the developed budget for the year. As well as collect all gross revenues on behalf of <School Name> and submit them to the Treasurer or Treasurer-Elect for deposit.
- H. Preparation and distribution of an agenda prior to each meeting, to include all old business, new business, relevant standing committee and Sub-Committee reports, and announcements of interest to the General Membership.
- I. The PTO must annually: confirm its status as nonprofit; review its goals and objectives; review the PTO's Policies and Procedures; and provide the address, telephone number and position of each officer of the organization to the school principal by July 31st.
- J. Annual review of insurance coverage for the PTO, including the Sub-Committees and their relevant booster clubs.

- K. Should coordinate during the month of May the transfer of administration and operation of the PTO to the incoming Executive Board. All officers shall serve in an advisory role during transition.
- L. Standing Committee Chairs and Sub-Committee leaders shall be given a packet including, but not limited to the following: Deposit Log Form, Check Request Form, and process for collecting monies at PTO events.

Officers of the Executive Board (Article V, Section 1)

The general responsibilities of elected Executive Board Officers shall include, but not be limited to, the following:

A. President

The President shall attend and preside over all meetings of the organization and Executive Board, prepare agendas for monthly board meeting, be responsible for working with Treasurer and <SCHOOL NAME> Principal to develop the budget, authorized to sign checks and disbursement requests in accordance with the approved budget, serve as an ex-officio member of all committees except the Nominating Committee, and coordinate the work of all the offers and committees so that the purpose of the organization is served.

The President shall also insure that the <School Name> PTO complies with the by-laws and follows the necessary steps to amend them if the need arises, have general supervision of the affairs of the <SCHOOL NAME> PTO, coordinate all activities with the school administration and serve as the primary contact for the principal, represent the organization at district-wide meetings as well as meetings outside the organization, mentor the President-Elect in preparation for the following year duties, and maintain a binder with Standing Operating Procedures (SOP) for the purpose of guiding and training a successor to the position.

B. President-Elect

The President-Elect shall assume the office of the President at the expiration of the term, act as an aide to the President, attend all Executive Board and General Membership meetings, perform duties of the President in the absence or inability of the President to serve, and become intimately acquainted with all <SCHOOL NAME> PTO operations.

The President-Elect shall also be authorized to sign checks and disbursement requests in accordance with the approved budget, assist the President in assuming the responsibilities of any Executive Board open positions, shall oversee and serve as the primary contact for Standing Committee Chairs, and maintain a binder with Standing Operating Procedures (SOP) for the purpose of guiding a training a successor to the position

C. Secretary

The Secretary shall be responsible for taking and compiling minutes of all meetings of the organization, attend all Executive Board and General PTO meetings, keep an accurate record of the proceedings of all Executive Board and General PTO meetings, present minutes of meetings for approval by members in attendance, be prepared to refer to minutes of previous meetings, record attendance of all <SCHOOL NAME> Executive Board and General PTO meetings, submit a final version of the minutes to the President and Communications Chairperson within three (3) days of any Executive Board meeting, send notices of meetings with dates, times and locations to all Executive Board members and/or general membership at least one (1) week in advance, and perform such other duties as may be delegated by the PTO board.

The Secretary shall also keep a current copy of the by-laws, file all necessary and required forms, paperwork or documentation with the appropriate offices of the State of Tennessee, support the Executive Board by copying and distributing documents as needed for all PTO meetings, gather information for the monthly newsletter and submit it to the Communications Chairperson, send emails to the Executive Board members, check and respond to emails to the PTO email account, handle all correspondence of the organization, complete an end-of-the-year report, and maintain a binder with Standing Operating Procedures (SOP) for the purpose of guiding and training a successor to the position.

D. Treasurer

The Treasurer should have previous accounting, financial systems and/or bookkeeping experience, attend all Executive Board and General PTO meetings, present a financial statement of accounts including the current monthly budget and Treasurer's Report at every meeting of the organization and at any time requested to do so by the Executive Board, make an annual report to the organization including gross receipts and disbursements, keep a full and accurate record of receipts and disbursements as a permanent record of this organization, keep PTO membership informed of expenditures as they relate to the budget, review and affirm the accuracy of all bank statements submitted to the Treasurer by the Treasurer-Elect, work hand-in-hand with the <School Name> secretary, and perform such other duties as may be delegated by the PTO board.

The Treasurer shall also receive all monies of the organization and deposit them in a timely manner into a bank approved by the Executive Board, be authorized to sign checks and disbursement requests in accordance with the approved budget, have checks or vouchers signed by two persons (the Treasurer and either the President or President-Elect), ensure appropriate signatures are obtained for each disbursement request and each corresponding check, review and affirm the accuracy of the petty cash box and requests for replenishment by the Treasurer-Elect, pay out funds as authorized and in accordance with the budget adopted by the organization or approval of the Executive Board, and receive and maintain a copy of the deposit slip for any deposit made.

The Treasurer shall abide by all financial policies and procedures as described in Article VII, responsible for filling out and forwarding all necessary tax forms required by any government agency to an independent agent for completion accordance with IRS guidelines, maintain all financial information for each fiscal year during his/her term of office in accordance with IRS guidelines, retain a copy of all financial records at the office of this organization in accordance with IRS guidelines, complete an end-of-the-year report, mentor the Treasurer-Elect in preparation for the following year duties, and maintain a binder with Standing Operating Procedures (SOP) for the purpose of guiding and training a successor to the position.

E. Treasurer-Elect

The Treasurer-Elect shall assume the office of Treasurer at the expiration of term, attend all Executive Board and General PTO meetings, act as an aide to the Treasurer, perform all duties of the Treasurer in the absence or inability of the Treasurer to serve, and become intimately acquainted with the finances of the <SCHOOL NAME> PTO.

The Treasurer-Elect shall also receive and reconcile all bank statements monthly and then pass over to the Treasurer for review, reconcile the petty cash box monthly and submit check request form to the Treasurer to replenish petty cash, receive any monies for the organization and deposit them in a timely manner into a bank approved by the Executive Board, deposit receive and maintain a copy of the deposit slip for any deposit made, periodically review the Treasurer records, and maintain a binder with Standing Operating Procedures (SOP) for the purpose of guiding and training a successor to the position.

F. Principal or Designated Assistant Principal

The Principal shall serve on the Executive Board in an advisory role to the PTO and present a report at monthly Executive Board meetings. The Principal will work with the Executive Board on the PTO calendar for the upcoming year. The Principal is a non-voting member.

G. Principal Appointed Faculty Member

The Principal Appointed Faculty Member shall be the primary contact between the PTO Executive Board and the Faculty and shall attend monthly PTO Executive Board meetings. The Principal Appointed Faculty Member is a non-voting member.

Sub-Committee Representatives – SCUBA – Sub-Committee with Bank Account (Article VI)

The basic policies and procedures of the SCUBA's (Athletics, Band, and Fine Arts) shall include, but not be limited to, the following:

The function of the Athletics Sub-Committee is to support fund raising activities for all sports and to promote <SCHOOL NAME> Athletics

The function of the Band Sub-Committee is to promote band, school and community spirit by stimulating interest, appreciation and support of the school music program and support fund raising activities for the program.

The function of the Fine Arts Sub-Committee is to stimulate a creative environment, appreciation and support of the fine arts program and support fundraising activities for the program. The President of each Sub-Committee will serve as a member of the PTO Executive Board.

Standing Committees (Article V, Section 2)

The basic policies and procedures of the Standing Committees shall include, but not be limited to, the following:

A. Appointments

The Executive Officers shall appoint the chairpersons of standing committees which shall be ratified at the spring General Membership meeting. Appointments shall be for one (1) year.

B. Membership Committee

The Membership Committee Chair shall prepare and publish a student directory and publicizing the benefits of PTO membership. Whenever possible, the student directory shall be published and distributed no later than October 1st of the current school year. The Membership Committee Chair shall also be responsible for maintaining the membership data base, including a comprehensive email distribution group and all volunteer information.

C. Fundraising Committee

The Fundraising Committee Chair shall be responsible for maintaining a database of approved fundraising activities. The Fundraising Committee Chair shall also assist and oversee sub groups in identifying possible fundraising opportunities, additionally the Fundraising Committee Chair will provide and approve fundraising request forms to sub groups. The county fundraising forms must be completed and submitted to the PTO President by June 30 for the upcoming school year.

D. Hospitality Committee

The Hospitality Committee Chair shall coordinate and provide hospitality for various events throughout the year, including, but not limited to the Teacher Welcome Back event in July or August, monthly Teacher Appreciation events throughout the school year and rising 6th grade event during second semester. The chair shall also create and monitor the supply of New Parent packets to be distributed in the front office. The Hospitality Committee Chair will coordinate with the Principal to host (whatever we call it coffee get together) at least once a quarter, in addition host any special events on Mill Creek campus, should they arise.

E. Projects Committee

The Projects Committee Chair shall be responsible for coordinating with school administration about student recognition, PBIS, awards assemblies and special events. The chair shall also be responsible for the Eighth grade promotion including publishing invitations, programs, coordinating decorations and food. They will also coordinate with the Volunteer Committee Chair to gather Sixth and Seventh grade parent volunteers.

The Projects Committee Chair is responsible for organizing quarterly work days for the Mill Creek campus, in conjunction with the Nolensville High School PTO for shared spaces. The Projects Committee Chair will also work with the Fundraising Committee Chair for any capital fundraising projects.

F. Volunteer Committee

The Volunteer Committee Chair will collect volunteer forms throughout the school year and submit to Membership Committee Chair. From the database, the Volunteer Committee Chair will generate specific volunteer lists. These lists and the copies of the applicable volunteer forms shall be distributed to the appropriate Executive Board members. The final decision about volunteer workers and schedules will be the sole responsibility of the Executive Board members.

The PTO is not responsible for determining volunteer eligibility pursuant to Williamson County's Volunteer Policy. However the Volunteer Committee Chair will encourage parents to become Tier III certified. They will also educate the school community on the process of becoming a Williamson County school volunteer. In addition, the Volunteer Committee Chair will assist in staffing various activities with volunteers as needed throughout the year.

G. Communications and Branding Committee

The Communications and Branding Committee Chair shall be responsible for all communications between the PTO and school community, to include but not limited to the PTO newsletter, email, social media and website. The Chair shall be responsible for writing, publishing and distributing the newsletter and emails. The committee will be responsible for maintaining the PTO website.

The Communication and Branding Committee Chair shall be responsible for all <School Name> PTO social media, limited to Facebook and Twitter. The chair, PTO president and secretary shall be administrators on all social media accounts, including all usernames and passwords. All social media postings must abide by Williamson County Schools Acceptable Use guidelines (WCS 4.406).

The Communication and Branding Committee Chair shall be responsible for working with school administration to maintain the integrity of <School Name> branding. The Chair shall maintain a binder and digital files of approved designs, logos, fonts, colors, pantones and suggested products. The Chair will assist all clubs and Executive Board members in selecting approved branding, in a timely manner.

H. Nominating Committee

The Nominating Committee Chair shall select at least two other members for the committee from the <School Name> PTO General Membership, one rising sixth grade parent from both Nolensville Elementary School and Mill Creek Elementary School no later than January each year. The Nominating Committee is responsible for creating a slate of candidates for each open officer and standing committee chair positions to be presented at the Executive Board March meeting. The approved slate will then be posted to the General Membership thirty days prior to the spring General Membership meeting.

The Nominating Committee shall solicit and confirm potential nominees through direct contact. Nominated individuals must be willing to serve in the capacities and for the specific terms of the office involved and willing to meet eligibility requirements as stated in the <School Name> PTO bylaws.

Nominations, Elections and Ratifications (Article V, Section 3)

Policies and procedures for nominations, elections and ratifications shall include, but not be limited to, the following:

- A. The Executive Board will appoint a chairperson for the Nominating Committee at the beginning of the school year.
- B. Nominating Committee members are not eligible to run for officer positions.
- C. If an officer chooses to stay in his/her current office, he/she must run for that office each new school year. The Nominating Committee will treat them as a new candidate. Any officer that has a current successor in line must get agreement from the successor(s) to stay another year in their current role(s) and be approved by the Nominating Committee.
- D. A candidate may seek nomination to only one seat.
- E. In the event that two or more candidates are seeking the same position, an election by standard ballot will be used in the election. In the event of a tie, a run-off by standard ballot will be held.
- F. If there is only one nominee for any office, election for that office will be by voice vote.

Executive Board Meetings (Article V, Section 8)

Policies and procedures of the Executive Board meetings shall include, but not be limited to, the following:

- A. Officers of the Executive Board shall meet on a monthly basis to discuss finances, Policies and Procedures, administrative duties, and any confidential business of the PTO Executive Board. Any pertinent PTO business can be addressed at a monthly Executive Board meeting. Executive Board members may be included in the officer's meeting at the discretion of the officers. The subsequent Executive Board officers meeting will be scheduled by the close of each current meeting. Officer meetings are not open to the general PTO membership.
- B. Each member of the Executive Board are allowed one vote by voice or ballot except for the President who votes only in the event of a tie or to cause the necessary $\frac{2}{3}$ quorum. Quorum is established when $\frac{2}{3}$ of voting members are present. No business can be voted on without quorum.

- a. In the case of a vote via e-mail, a motion will carry with a $\frac{2}{3}$ vote of all voting members. The motion and results of the vote via e-mail shall be recorded in the minutes of the Board meeting immediately following. Use of vote by e-mail shall be used on an exception basis and reserved for urgent circumstances.

Finances (Article VII)

The basic financial policies and procedures of the PTO shall include, but not be limited to, the following:

- A. To comply with the statute, the PTO must register annually with the Secretary of State's office.
- B. The PTO and/or its recognized booster clubs must not use the school's Employer Identification Number or sales tax exemption for any purpose.
- C. The name on any bank account, security, or other investment should be that of the PTO and/or its recognized booster clubs and not the school or any individual representing the organization.
- D. The titled owner to any property (vehicle, computer, land, etc.) should be the PTO and/or its recognized booster clubs and not the school or any individual representing the organization.
- E. Materials, supplies, and fundraising product inventory should be stored at a location and in a manner to prevent spoilage or pilfering. An effort should be made to account for supply and inventory items.
- F. All bills should be paid by check, never cash. Pre-signing blank checks is prohibited. Petty cash can be used for reimbursements on purchases up to \$20, upon delivery of receipt.
 - a. Petty Cash should be stored in a designated location at the school, and in a manner to prevent theft.
 - b. There should be no more than \$100 kept in petty cash.
 - c. Petty cash should be reconciled monthly by the Treasurer-Elect. A Check Request Form shall be used to replenish petty cash.
- G. The PTO Executive Board is authorized to make payments for items incurred over the summer prior to the ratification at the first General Membership meeting, provided such expenses do not exceed 10% of the proposed budget.
- H. The president has the authority to make purchasing decisions up to \$100 for a new item or up to \$100 over an approved budget item. Expenses of more than \$100 require approval of the PTO Executive Officers. Anything more than \$200 must be voted on by the Executive Board.
- I. The Executive Board may authorize the payment of routine organization bills within the limits of the budget adopted by the organization, and may authorize the payment of other bills not to exceed a total of \$1,000 between general meetings of the organization. Such action shall be disclosed at the next general meeting and must be recorded in the organization minutes.
- J. Expenses outside the approved budget over \$1,000 must be approved by the general membership. At fiscal year-end the Executive Board will keep a reasonable bank balance plus additional expenses expected to be distributed in the first two (2) months of the following school year.
- K. For disbursements, pre-numbered bank checks are required that require two signatures.
- L. Each check written should have an approved check request form. The Treasurer should write the check number and date paid on the form and attach any supporting documentation. All check request forms will be filed by check number.

- M. A receipt should be issued every time and at the time cash is turned over to or collected by the PTO and/or its recognized booster clubs, except for certain events or mass collections (See item O. below.) The receipts should be maintained in a pre-numbered receipt book.
- N. For certain mass events or mass collections (e.g. concessions, membership, car washes, candy sales, etc.) a record of total collections each day must be created. Any monies taken in must be counted by two (2) separate individuals and documented by those individuals with at least one of those persons being a member of the PTO board. Those individuals should also prepare a Deposit Log Form, signed by both counters and placed in a designated PTO location (i.e. PTO safe) before leaving the school's premises. The collections should be picked up by the Treasurer and he/she should recount the collections and make a deposit slip. The Deposit Log Form should be filled out by the Treasurer.
- O. Any other monies brought to school for PTO purposes should be delivered to the front office and placed in a designated PTO location. The Treasurer shall collect all monies on a weekly basis, at minimum. Any monies collected should be deposited in the bank immediately.
- P. If the PTO and/or its recognized booster clubs operates a concession stand or parking at a related school academic, arts, athletic, or social event on school property, the PTO and/or its recognized booster clubs must provide the school with all relevant collection records required by the Internal School Uniform Accounting Policy Manual. (Refer to Sections 4 and 5 of the manual. The manual may be found on-line at <http://tennessee.gov/education/support/ed331936.shtml>.)
- Q. Donations of equipment may be received for a specific purpose. All monetary contributions given to the PTO for a designated purpose shall be disbursed to <School Name> upon submission of restricted letter.
- R. The PTO and/or its recognized booster clubs should maintain documentation of any written conditions on any donations to the board of education or the school. Pursuant to state law, the school board or school must, in good faith, disburse funds in accordance with those conditions. The PTO should contact the comptroller of the Treasury, Division of Municipal Audit, at (615) 401-7871 if fraud is suspected.

In addition, financial policies and procedures of the Treasurer and Treasurer-Elect shall include:

- A. Collections should be deposited at the bank within 24 hours of collection. Any Executive Board Officer can drop the completed deposit off at the bank. Deposit slips should include an itemized listing of all checks.
- B. The Treasurer should provide a signed summary of collections and disbursements to the PTO and/or its recognized booster club officers on a monthly basis.
- C. Bank accounts should be reconciled monthly by the Treasurer-Elect. A copy of the bank statement should be included in the minutes. A copy of imaged checks shall be available if needed.
- D. The PTO's recognized booster clubs will provide a signed summary of collections and disbursements as well as a copy of the bank statement monthly to the PTO Treasurer for consolidation.
- E. The treasurer shall prepare a final report at the close of the year. The Executive Board shall have the report and related accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- F. All collection records, bank statements, canceled checks, and invoices along with copies of the monthly treasurer's report, should be maintained for at least four (4) years. All documents should be stored in a designated PTO location at <School Name>.

- G. The identity of the authorized banking institution, authorized bank account(s), and authorized signatories should be included annually in the year-end Treasurer's report.

EXAMPLE ONLY