

POLICIES & PROCEDURES
OF
VESTAVIA HILLS
ELEMENTARY
CAHABA HEIGHTS
PARENT TEACHER ORGANIZATION
adopted January 12, 2023

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Policies & Procedures of the Vestavia Hills Elementary Cahaba Heights PTO

I. Name and Purpose

The name of this organization is Vestavia Hills Elementary Cahaba Heights Parent and Teacher Organization (PTO), Vestavia Hills, Alabama. It is a member of the Vestavia Hills Council PTO. This PTO shall abide by the bylaws of the Vestavia Hills Council PTO.

II. Membership and Dues

- A. Every individual who is a member of Vestavia Hills Elementary Cahaba Heights PTO is by virtue of that fact, a member of the Vestavia Hills Council PTO.
- B. Membership of this PTO shall be made available without regard to race, color, creed, or national origin to any parent or guardian at the school and any faculty and staff who subscribe to the purposes and basic policies of PTO.
- C. This PTO shall conduct an annual enrollment of members, but persons may join at any time.
- D. Each member of Vestavia Hills Elementary Cahaba Heights PTO shall pay annual dues determined by the organization. The amount of dues shall include the portions payable to Vestavia Hills Council PTO. Refer to Article V of the Vestavia Hills Council PTO Bylaws for membership and dues information.
- E. This PTO shall make at least one remittance of Vestavia Hills Council PTO dues by October 1 of each year.

III. Qualifications for Service

- A. Each elected officer and appointed Board of Directors member shall be a member of this PTO.
- B. A PTO member shall not serve as a voting member of this PTO's Board of Directors while serving as a paid employee of or under contract to this PTO.
- C. No officer shall serve more than two (2) consecutive terms in the same office.
- D. An officer who has served more than half of a term shall be considered to have served a full term.
- E. The term of office of a committee chair shall be one (1) year or until the selection of a successor.
- F. Only those individuals who are current members of this PTO who have given their consent to serve if elected shall be nominated for, or elected to, office.

IV. Officers

- A. Each officer shall be a member of this PTO.
- B. Officers and their Election:
 - 1. The officers of Vestavia Hills Elementary Cahaba Heights PTO shall be a President, a President-Elect, three (3) Vice Presidents, a Secretary, a Treasurer, a Treasurer-Elect and a Parliamentarian.
 - 2. Officers shall be elected by ballot annually by the general membership prior to the month of April. However, if there is but one (1) nominee for any office, election for that office may be by voice vote.
 - 3. Officers shall assume their official duties following the close of the fiscal year per section XI and shall serve for a term of one (1) year or until their successors are elected.
 - 4. A person shall not be eligible to serve more than two consecutive terms in the same office.

C. Nominating Committee:

1. There shall be a Nominating Committee appointed by the President and approved by the Board of Directors that is composed of six (6) members: two (2) at large members, one (1) faculty representative two (2) members from the Board of Directors, and the sitting President. The sitting President serves only in an advisory role with the Nominating Committee and shall not be a voting member of this committee. The President-Elect will not be eligible to serve on this committee.
 - a. Notice for the opportunity to serve on the Nominating Committee will be given to the general membership at least two (2) months prior to the elections of officers as outlined in IV B.
 - b. Notice of interest to be considered to serve as a member of the Nominating Committee should be given to a member of the Executive Committee.
2. This Nominating Committee will be approved at least one (1) month prior to the election of officers as outlined in Section IV B. This committee shall elect its own chairperson.
3. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees at a general meeting of the organization, at which time additional nominations may be made from the floor.
4. Only those persons who have signified their consent to serve if elected shall be nominated for, or be elected to, such office.
5. Members of the Nominating Committee will not be eligible to be nominated for office.
6. No more than one (1) voting member may serve two (2) consecutive terms on the Nominating Committee.

D. Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors. The Executive Committee will present to the Board of Directors a nominee. In case a vacancy occurs in the office of the President, the President-Elect shall fill the unexpired term of President. In case a vacancy occurs in the office of the Treasurer, the Treasurer-Elect shall fill the unexpired term of Treasurer.

V. Duties of Officers

A. The President shall:

1. Preside at all meetings of the organization,
2. Serve as an ex officio member of all committees including the Nominating Committee,
3. Coordinate the work of the officers and committees of this PTO in order that the purposes may be promoted,
4. Serve as Parliamentarian for the next election year. If the past President is unable or unwilling to serve as Parliamentarian, the President may appoint a Parliamentarian, subject to approval of the Executive Committee,
5. Select the representatives of all standing committees. Select the chairs of all standing committees except the Nominating Committee,
6. Appoint special committees,
7. Serve as a delegate to the Vestavia Hills Council PTO,
8. Organize at least eight (8) general meetings,
9. Perform other duties as provided by these Policies and Procedures, prescribed by the parliamentary authority, or directed by the Board of Directors or Executive Committee.

B. The President-Elect shall:

1. Act as aide to the President and preside at meetings in absence of the President,
2. Chair the special projects committee (consisting of the Principal, a Faculty Representative, the PTO Treasurer, the Vice President of Fundraising, and two (2) at-large PTO members approved by the Board of Directors) responsible for dispensing funds,
3. Serve as a delegate to the Vestavia Hills Council PTO,
4. Succeed the President for the next election year, or in the event of a vacancy in that office.
5. Oversee the communications on PTO social media.
6. Preside over coordination of room parents with PTO and administration,
7. Preside over Teacher Appreciation Committee.

C. The Vice President of Fundraising shall:

1. Act as aide to the President,
2. Serve as fundraising chairman (primarily responsible for investigating ways to raise money for the school),
3. Preside over and assist all fundraising event chairs.
4. Organize and implement all PTO fundraising activities.
5. Works closely with VP of Community Relations.

D. The Vice President of Communications shall:

1. Act as aide to the President,
2. Oversee communications to the general membership including the newsletter, website, and email.
3. Serve as a primary contact to the Vestavia Hills Council PTO Corresponding Secretary to receive Council, school system, and city sponsored communications for distribution to the general membership.
4. Serve as membership chairman and keep current membership list from Treasurer's records.

E. The Vice President of Community Relations shall:

1. Act as aide to the President,
2. Be responsible for community relationships with businesses and community partners,
3. Serve as a member on the Teacher Appreciation Committee and oversee implementation of the Community Partners program,
4. Assist VP of Fundraising with all the fundraising events,
5. Act as PTO liaison to the community for other PTO needs.

F. The Secretary shall:

1. Record the minutes of all meetings of the organization,
2. Be prepared to read the records of any previous meetings,
3. File all records and maintain a permanent file of minutes.
4. Have a current copy of the bylaws,
5. Perform other duties prescribed by the parliamentary authority, or directed by the President, Board of Directors, or Executive Committee.
6. Perform other duties as provided by these Policies and Procedures, prescribed by the parliamentary authority, or directed by the President, Board of Directors, or Executive Committee.

G. The Treasurer shall:

1. Have custody of all of the funds of this PTO,
2. Keep a full and accurate account of receipts and expenditures, and submit tax deduction to community partners or vendors as needed,
3. Make disbursements as authorized by the President, Board of Directors, or organization in accordance with the budget adopted by the PTO,
4. Have checks or vouchers signed by two (2) of the four (4) eligible officers, the Treasurer, the President, the President-Elect, or the Treasurer-Elect,
5. Present a financial statement at every meeting of the organization and at other times when requested by the Board of Directors,
6. Present a written annual report of the financial condition of the organization,
7. Have the accounts examined annually at completion of the fiscal year or upon change of officer for an audit by a certified accountant who, satisfied that the Treasurer's report is correct, shall sign a statement of that fact at the end of the report,
8. Submit to the Internal Revenue Service all required documents in a timely manner,
9. Perform other duties as provided by these Policies and Procedures, prescribed by the parliamentary authority, or directed by the President, Board of Directors, or Executive Committee and adhere to the Treasury Policy Document (TPD).
10. Serve as a delegate to the Vestavia Hills Council PTO
11. Lead the Executive Committee in creating the annual budget prior to the first regular meeting of the Board of Directors.
12. Provide a list of paid members to the Vice President of Membership.

H. The Treasurer-Elect shall:

1. Act as aide to the Treasurer,
2. Succeed the Treasurer for the next election year, or in the event of a vacancy in that office.
3. Keep a full and accurate account of all funds collected from fundraisers and registration and keep the Treasurer fully apprised of these funds,
4. Have checks or vouchers signed by two (2) of the four (4) eligible officers, the Treasurer, the President, the President-Elect or the Treasurer-Elect.
5. Preside over acquiring teachers' gift cards and delivering them twice a year.
6. Serve as a delegate to the Vestavia Hills Council PTO.

I. The Parliamentarian shall:

1. Act as aide to the President,
2. Advise the President on parliamentary procedure.
3. Annually review (with the President) the officer duties and responsibilities as outlined in the Nominating Committee Notebook prior to the Nominating Committee being appointed and update the Nominating Committee Notebook.

J. All officers shall perform the duties outlined in these Policies and Procedures and those assigned from time to time. All officers shall attend all regular meetings of the Board of Directors. Upon the expiration of the term of office or in case of resignation, each officer shall, not later than ten (10) days following the meeting at which the new officers assume their duties, turn over to his/her successor, all records of their responsibilities and suggestions, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.

VI. Board of Directors

A. The Board of Directors shall consist of the officers (President, President-Elect, Vice President of Fundraising, Vice President of Communications, Vice President of Community Relations, Secretary, Treasurer, Treasurer-Elect, and Parliamentarian) of this PTO, the chairmen of standing committees, the legislative representative, the Board of Education representative, the Vestavia Hills Council PTO representative, the Vestavia Hills City Schools Foundation representative, the principal of the school or a representative appointed by him/her, and a teacher representative. The principal of the school and the teacher representative serve solely in an advisory capacity and are not voting members of the Board of Directors. The chairmen of the standing committees shall be selected by the President.

B. All of the Board of Directors members shall be members of this PTO.

C. The duties of the Board of Directors shall be:

1. To transact necessary business in the intervals between PTO meetings and such other business as may be referred to it by the organization,
2. To create standing and special committees,
3. To approve the plans of work of the standing committees,
4. To present a report at the regular meetings of the PTO Board of Directors,
5. To approve and submit to the organization for adoption a budget for the year,
6. To authorize all expenditures which are not included in the approved budget.

D. If any member of the Board of Directors shall at any time cease to meet the qualifications, fulfill the duties of the position, or has more than two unexcused absences, that person may be removed from the Board by resolution adopted by a majority vote of the Board of Directors.

E. Regular meetings of the Board of Directors shall be held during the school year, the time to be determined by the Executive Committee before the first board meeting of the year. Nine (9) members of the Board shall constitute a quorum for the transaction of business.

F. Special meetings of the Board of Directors may be called by the President or by a majority of the members of the Board, three (3) days' notice having been given.

G. Board of Directors meetings are open to all PTO members.

VII. Executive Committee

- A. The Executive Committee shall consist of the officers (President, President-Elect, Vice President of Fundraising, Vice President of Communications, Vice President of Community Relations, Secretary, Treasurer, Treasurer-Elect, and Parliamentarian) of this PTO.
- B. All the Executive Committee members shall be members of this PTO.
- C. Meetings of the Executive Committee shall be held as deemed necessary by the President.
- D. A majority of the Executive Committee shall constitute a quorum.
- E. The duties of the Executive Committee shall be to:
1. Transact business in the intervals between organization or board meetings, and such other business as may be referred to it by the Board of Directors or organization,
 2. Prepare and submit a budget to this PTO's Board of Directors for approval and adoption,
 3. Create standing and special committees,
 4. Determine the calendar of events for the school year, including the dates of regular meetings of the Board of Directors and general membership PTO meetings for approval by the school principal,
 5. Approve unanticipated expenditures up to the amount of five hundred dollars (\$500.00).
 6. The Executive Committee (as well as Board of Directors) will be allowed to utilize electronic mail voting (email) only when deemed necessary by the President—see Council Policies & Procedures #1. School Web Site policy as stated in Council Policies & Procedures #1 will be followed. In addition to adhering to the school website Acceptable Use Policy (AUP housed at Vestavia Hills Board of Education), all newsletters, emails, and flyers generated by the PTO will be approved by the principal before distribution. The PTO may not include any non-school related events other than city sponsored events, except as allowed through the Partners in Education program. Email or phone lists may not be distributed to the public for non-school usage.
- F. The Executive Committee shall take no action in conflict with any action taken by the Board of Directors.

VIII. Meetings

- A. At least eight (8) general meetings of this PTO shall be held during the school year. Dates of meetings shall be determined by the Board of Directors and announced at the first regular meeting of the year. One 1) day notice shall be given of a change of date.
- B. Special general meetings of this PTO may be called by the President or by a majority of the Board of Directors, five (5) days' notice having been given.
- C. An election meeting must be held prior to the last scheduled Council PTO meeting of each school year.
- D. Fifteen (15) members shall constitute a quorum for the transaction of business in any General Membership meeting of this PTO.

IX. Committees

- A. Only members of this PTO shall be eligible to serve in any elective or appointive positions.
- B. The Executive Committee or Board of Directors may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the organization. The term of each chairman shall be one year or until the appointment of a successor.
- C. The chairman of each standing 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.
- D. The power to form special committees and appoint their members rests with the Board of Directors, the Executive Committee or the President as the need arises.

E. The President shall be a member ex officio of all committees.

X. Council Membership

A. This local PTO shall be represented in meetings of the Vestavia Hills Council PTO by the President or alternate, the President-Elect or alternate, the Treasurer or alternate, the Treasurer-Elect or alternate, and the principal or alternate.

1. All representatives to the Council must be members of this local PTO unit.
2. Delegates and their alternates shall be appointed by the President.
3. Delegates to the Vestavia Hills Council PTO shall serve for a term of one (1) year and may be reappointed for a second term.

XI. Fiscal Year

The fiscal year of the Vestavia Hills Elementary Cahaba Heights PTO shall begin on July 1 and end on the following June 30.

XII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern this PTO in all cases in which they are applicable and in which they are not in conflict with these Policies and Procedures or the Bylaws of the Vestavia Hills Council Parent Teacher Organization.

XIII. Amendments

A. These Policies and Procedures may be amended at any general meeting of the Vestavia Hills Elementary Cahaba Heights PTO by a two-thirds (2/3) vote of the members present and voting, a quorum being present, provided the proposed amendments have been approved by Board of Directors and notice of the proposed amendments has been provided to the membership fifteen (15) days prior to the meeting.

B. A committee may be appointed by the President and approved by a majority vote at a general membership meeting of this PTO or by a 2/3 majority vote of the Board of Directors of this PTO to submit a revised set of Policies and Procedures as a substitute for the existing Policies and Procedures.

C. Amendments or revised Policies and Procedures by this PTO shall be in accordance with the bylaws or regulations of the Vestavia Hills Council PTO.