



POLICIES AND PROCEDURES
of the
VESTAVIA HILLS ELEMENTARY
DOLLY RIDGE PTO

I. NAME

The name of this organization is the Vestavia Hills Elementary Dolly Ridge Parent and Teacher Organization (Dolly Ridge PTO). It is a member of the Vestavia Hills Council PTO. The Dolly Ridge PTO shall abide by the bylaws of the Vestavia Hills Council PTO.

II. PURPOSES

A. The purposes of the Dolly Ridge PTO are:

1. To promote the welfare of children and youth in the home, school and community.
2. To support the Vestavia Hills City Schools as they strive for the advancement of the education of our children.
3. To advocate for laws that care and protect the education of children and youth.
4. To promote collaboration between parents and educators and community stakeholders.
5. To develop programming between educators and the general public that supports the educational goals of the system.

B. The purposes of the Dolly Ridge PTO are according to their own adopted policies and procedures not to conflict with the Vestavia Hills Council PTO bylaws and policies and procedures.

C. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501©(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

III. MEMBERSHIP AND DUES

A. Every individual who is a member of the Vestavia Hills Elementary Dolly Ridge PTO is, by virtue of that fact, a member of the Vestavia Hills Council PTO.

B. Only Vestavia Hills Elementary Dolly Ridge PTO members at large who have paid dues for the current membership year may participate in the business of the Vestavia Hills Elementary Dolly Ridge PTO.

C. The Vestavia Hills Elementary Dolly Ridge PTO membership dues are \$10.00 for a family membership and \$5 for Vestavia Hills Elementary Dolly Ridge Faculty and Staff.

IV. OFFICERS

A. Each officer shall be a member in good standing of this PTO.

B. Officers and their Election:

1. The officers of this organization shall consist of a President, a President-Elect, a Vice-President of Fundraising, a Vice-President of Membership, a Secretary, a Treasurer, a Treasurer-Elect and a Parliamentarian.
2. Officers shall be elected by the month of April. If there is only one (1) nominee for any office, election for that office may be by voice vote. If a person wishes to be considered for an office, in addition to the slate recommended by the nominating committee, then a ballot vote shall be taken.
3. Officers shall assume their official duties following the close of the school year, in which they are elected, and shall serve for a term of one (1) year or until their successors are elected.
4. No officer may be eligible to serve more than two (2) consecutive terms in the same office.

C. Nominating Committee:

1. There shall be a nominating committee appointed by the President and composed of five (5) members. The board of directors should approve the members at least one (1) month prior to the election of officers. The President shall recommend one of the members to be chair of the committee. The President-Elect shall not serve on this committee. Sitting presidents shall serve on this committee in an advisory role.
2. The nominating committee shall nominate an eligible person for each office to be filled and shall report its nominees at the next meeting of the organization, at which time additional nominations may be made from the floor.
3. Only those persons who have signified their consent to serve, if elected, shall be nominated or elected to any office.
4. Nominating committee members shall not be eligible to be nominated for office.

D. Vacancies:

A vacancy occurring in any office shall be filled by a nomination by the executive board and approved by the board of directors. In case a vacancy occurs in the office of the President, the President-Elect shall fill the unexpired term of President.

V. OFFICER DUTIES

A. The President shall:

1. Preside at all meetings;
2. Coordinate the work of the officers and committees of this PTO in order that the purposes may be promoted;
3. Serve as an ex-officio member of all committees;
4. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive committee;
5. 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;
6. Appoint committee chairs as well as any special committees;
7. Ensure that the PTO has representation on the school website and update as needed;

8. Maintain and delegate social media and email communication;
9. Coordinate written and electronic communications from the Dolly Ridge PTO;
10. Assist all board members with communication instructions;
11. Serve on the grants committee;
12. Serve as a delegate to the Vestavia Hills Council PTO.

B. The President-Elect shall:

1. Act as an aide to the President and preside at meetings in the absence of the President;
2. Perform other duties as provided by these bylaws, prescribed by the parliamentary authority, or directed by the President, board of directors, or executive committee;
3. Serve as the chairperson of the grant committee. The grant committee shall consist of the Principal, the President, the President-Elect, the Treasurer, the Treasurer-Elect, and the Vice-President of Fundraising;
4. Serve as a delegate to the Vestavia Hills Council PTO;
5. Preside over the policies and procedures review committee every three (3) years;
6. Serve as President for the next election year, or in the event of a vacancy in that office;
7. Attend all meetings of the board of directors.

C. The Vice President of Fundraising shall:

1. Act as aide to the President;
2. Serve as the Community Partner Committee Chairman;
3. Preside over and assist all fundraising event chairs;
4. Organize and implement all PTO fundraising activities;
5. Serve as a liaison between Community Partners and the PTO;
6. Work with committee chairs to find parent/business relationships that meet school/event/PTO needs;
7. Solicit Community Partner donations;
8. Recognize Community Partners according to the fundraising guidelines;
9. Distribute necessary paperwork to Community Partners;
10. Attend all meetings of the board of directors;
11. Serve on the grants committee;
12. Perform all other duties as delegated by the President.

D. The Vice President of Membership shall:

1. Act as aide to the President;
2. Develop and maintain a parent/faculty communications database;
3. Serve as the membership chairman;
4. Maintain and update, as necessary, a list of PTO members including faculty and staff members;
5. Work with the Treasurer in submitting dues to the Vestavia Hills Council PTO;
6. Create online sales forms for special events;
7. Assist the VP of Fundraising with fundraising projects as needed;
8. Attend all meetings of the board of directors;
9. Perform all other duties as delegated by the President.

E. 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;
3. Make disbursements as authorized by the President or board of directors, in accordance with the budget adopted by the PTO;
4. Have checks 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 when requested by the board of directors;
6. Submit the books annually for an audit or compilation by an auditor/auditing committee approved by the PTO Council;
7. Perform other duties as provided by these Policies and Procedures, prescribed by the parliamentary authority, or as directed by the President, the board of directors, or the executive committee and adhere to the Treasury Policy Document (TPD);
8. Lead the executive committee in creating the annual budget prior to the first meeting of the board of directors;
9. Serve on the grants committee;
10. Serve as a delegate to the Vestavia Hills Council PTO.

F. 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 of that office;
3. Assist in preparing the budget for the upcoming fiscal year by serving on the budget committee;
4. Serve on the grants committee;
5. Attend all meetings of the board of directors;
6. Serve as a delegate to the Vestavia Hills Council PTO.

G. The Secretary shall:

1. Record the minutes of all meetings;
2. Be prepared to read the records of any previous meetings;
3. File all records;
4. Have available a current copy of the bylaws;
5. Maintain an attendance list of each meeting;
6. Maintain a board of directors membership list;
7. Publish a monthly newsletter containing pertinent PTO and school information;
8. Submit minutes from prior meetings for approval;
9. Attend all meetings of the board of directors.

H. The Parliamentarian shall:

1. Act as an aide to the President;
2. Advise the President on parliamentary procedure;
3. Attend all board of director meetings.

VI. BOARD OF DIRECTORS

- A. The board of directors shall consist of the officers of this organization and the chairmen of the standing committees.
- B. All of the board of directors members shall be members in good standing of this PTO.
- C. The duties of the board of directors shall be to:
 - 1. Present the plans of work of the standing committees;
 - 2. Present a report at the meetings of this PTO;
 - 3. Vote on items of business being proposed which include, but are not limited to, the PTO budget, the slate of executive officers, and proposed amendments to these bylaws.
- D. At least Eight (8) meetings of the board of directors shall be held during the school year, with the dates and times to be determined and published by the executive board at its first meeting of the year.
- E. Ten (10) members of the board of directors shall constitute a quorum.
- F. Special meetings may be called by the President or when requested by the majority of the members of the committee, with three (3) days notice having been given to each member of the committee.
- G. Meetings are open to all PTO members.

VII. EXECUTIVE BOARD

- A. The members of the executive board shall be the elected officers.
- B. The President may call special meetings of the executive board when determined to be necessary.
- C. A majority of the executive board shall constitute a quorum for the transaction of business.
- D. The executive board shall:
 - 1. Transact business referred to it by the board of directors;
 - 2. Act in emergencies between meetings of the board of directors;
 - 3. Make a report at each of the meetings of the board of directors;

VIII. COMMITTEES

- A. Only members of the organization shall be eligible to serve in any appointed positions.

B. The executive board may create standing committees as necessary to promote the purposes of the PTO and carry on the work of the organization.

IX. MEETINGS

A. At least eight (8) meetings shall be held during the school year, with the dates and times to be determined and published by the executive board at its first meeting of the year. Three (3) days notice shall be given to the membership of any change of date.

B. Special meetings of the PTO may be called by the President or by a majority of the board of directors, with five (5) days notice given.

C. A quorum for the transaction of business in any meeting shall consist of no fewer than ten (10) members.

X. COUNCIL MEMBERSHIP

A. The Dolly Ridge PTO shall be eligible to be represented in meetings of the Vestavia Hills Council PTO by the President, the President-Elect, the Treasurer and the Treasurer Elect.

B. All representatives to the Council PTO must be members of the Dolly Ridge PTO.

XI. FISCAL YEAR

The fiscal year of the Vestavia Hills Elementary Dolly Ridge PTO shall be from July 1 through June 30.

XII. AMENDMENTS

A. These bylaws may be amended at any meeting of the Dolly Ridge PTO by a two-thirds vote of those members present and voting, a quorum being present.

B. A committee may be appointed by the President, to submit a revised set of bylaws as a substitute for the existing bylaws.

REVISED APRIL 2023