

Policies and Procedures
Cougar PTO
Updated September 14, 2021

I. Name

The name of this organization is the Cougar Parents and Teachers Organization (Cougar PTO), of Mountain Brook, Alabama. It is a member of the Mountain Brook Council PTO. This PTO shall abide by the bylaws of the Mountain Brook Council PTO.

Mission Statement: The purpose of the Cougar PTO is to strengthen, enhance and encourage the educational and social environment of Crestline Elementary. Its main goal is to complement the school curriculum by providing opportunities for parents, teachers and students to learn, volunteer, socialize, communicate and grow. The money used to sponsor PTO activities and to make school enhancements is raised through PTO fundraising events.

II. Membership and Dues

- A. Membership in the Cougar PTO is based on the following criteria: (1) a child registered at Crestline Elementary School and (2) payment of annual dues.
- B. Every individual who is a member of Cougar PTO is, by virtue of that fact, a member of the Mountain Brook Council PTO.
- C. This PTO shall conduct an annual enrollment of members at the beginning of every school year, but persons may join at any time.
- D. Each member of Cougar PTO shall pay annual dues determined by the organization. The amount of dues shall include the portions payable to Mountain Brook Council PTO.

III. Officers

- A. The officers of this PTO shall be a President, President-Elect, Vice President of Communications, Vice President of Technology, Vice President of Volunteers, Vice President of Fund Development, Treasurer, Treasurer-Elect, Secretary and Parliamentarian. The officers shall comprise the Executive Board of the Cougar PTO.
- B. Officers shall be elected at a general meeting before the May annual meeting.
- C. Officers shall assume their official duties following the close of the May PTO Executive Board meeting and shall serve a term of one year or until their successors are elected.
- D. The President-Elect shall fill a vacancy occurring in the office of President for the remainder of the unexpired term. A vacancy in any office other than President shall be filled by a majority vote of the Executive Board.

- E. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Cougar PTO:
 - 1. Each officer shall be a member of the Cougar 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.

IV. Executive Board

- A. The Executive Board shall manage the affairs of the PTO in the intervals between general membership meetings.
- B. The members of the Executive Board shall be the elected officers and the principal of the school. The PTO President from the prior year shall be a nonvoting member of the PTO Executive Board.
- C. The Executive Board shall
 - 1. Carry out such business as may be referred to it by the membership of the organization;
 - 2. Approve the plans of work of the standing committees;
 - 3. Create special committees;
 - 4. Select an auditor or an auditing committee to audit the treasurer's accounts;
 - 5. Approve an annual budget at the beginning of the school year;
 - 6. Approve any modifications to the budget that may occur during the year;
 - 7. Approve any expense over \$500 outside of approved budget; and
 - 8. Approve payment of routine bills within the limits of the approved budget.
- D. Regular meetings of the Executive Board shall be held with the dates and times to be determined by the President prior to the first meeting of the year.
- E. Special meetings of the Executive Board may be called by the President.
- F. Committee chairs, at the discretion of the President, may be asked to attend Executive Board meetings;
- G. At all meetings of the Executive Board, a majority of the members of the Board shall constitute a quorum for the transaction of business.
- H. Upon expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the Executive Board, they shall automatically cease to be a member of the Executive Board 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 or incoming officer immediately upon expiration of term.

V. Nominating Committee

- A. There shall be a Nominating Committee composed of five members.

- B. The President-Elect shall select the chairman of the Nominating Committee in the spring before the year he or she is President.
- C. Four additional members shall be selected by the Executive Board to serve on the Nominating Committee. The Nominating Committee slate will be posted and presented to the PTO membership for approval at a regular general member in the fall.
- D. The President will sit on the Nominating Committee as a non-voting member.
- E. 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.
- F. The Nominating Committee shall post the slate of officers at least 15 days prior to presenting it to the PTO membership for approval at a general PTO meeting. The general PTO meeting shall be held before the May Executive Board meeting.

VI. Duties of Officers

- A. The **President** shall:
 - 1. Preside at all meetings of the Cougar PTO;
 - 2. Serve as an ex officio member of all committees;
 - 3. Coordinate the works of the officers and committees of the Cougar PTO so that the purposes may be promoted;
 - 4. Attend monthly Mountain Brook Council PTO Meetings;
 - 5. Attend monthly Mountain Brook City Schools BOE meetings;
 - 6. Perform such other duties as may be provided for by these policies and procedures prescribed by parliamentary authority, or directed by the Executive Board;
 - 7. Appoint the chairmen of the standing and special committees in the spring of their President-Elect year;
 - 8. Be a signatory on all Cougar PTO's bank accounts; and
 - 9. Deliver to his/her successor all official material at the time of installation.
- B. The **President-Elect** 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. Perform such other duties as may be provided for by these policies and procedures prescribed by parliamentary authority, or directed by the President or the Executive Board;
 - 4. Serve as program chairman for all general membership meetings of the Cougar PTO (reserve facility space, publicize the meeting, procure speakers if needed, etc.);
 - 5. Assume the office of President at the end of the May annual meeting;
 - 6. Serve on the Executive Board; and
 - 7. Deliver to his/her successor all official material at the time of installation.

- C. The **Vice President of Communication** shall:
1. Act as aide to the President;
 2. Coordinate all forms of PTO publicity and communication including Social Media;
 3. Act as an administrator and “voice” for Social Media;
 4. Develop, maintain and revise the social media strategy annually
 5. Give information to the VP of Technology in a timely manner so it can be displayed on the PTO website;
 6. Perform other such duties as may be provided for by these policies and procedures, prescribed by parliamentary authority, or directed by the Executive Board;
 7. Serve on the Executive Board; and
 8. Deliver to his/her successor all official material at the time of installation.
- D. The **Vice President of Technology** shall:
1. Act as aide to the President;
 2. Perform such duties as are required to manage and maintain PTO membership and committee data;
 3. Perform such duties as are required to manage the PTO website in cooperation with the school technology coordinator;
 4. Work with each committee to publicize events, make volunteer schedules or other needed tasks;
 5. Work with the Secretary to coordinate the Cougar eNews, biweekly;
 6. Act as an administrator for Social Media;
 7. Develop and revise the technology strategy annually;
 8. Perform such other duties as may be provided for by these policies and procedures prescribed by parliamentary authority, or directed by the Executive Board;
 9. Serve on the Executive Board; and
 10. Deliver to his/her successor all official material at the time of installation.
- E. The **Vice President of Volunteers** shall:
1. Ensure each committee chair is an active member of the PTO;
 2. Distribute volunteer lists to committee chairs;
 3. Maintain volunteer forms for online registration;
 4. Maintain committee lists and chairs in coordination with the President and the VP Technology;
 5. Work with VP Technology to get committee chairs and other committee information on the website;
 6. Act as chair of the Cougar Corp of Volunteers;
 7. Perform such other duties as may be provided for by these policies and procedures prescribed by parliamentary authority, or directed by the Executive Board;
 8. Serve on the Executive Board; and
 9. Deliver to his/her successor all official material at the time of installation.

- F. The **Vice President of Fund Development** shall:
1. Act as aide to the President;
 2. Oversee the Cougar Contributors' fundraising program;
 3. Serve as a liaison for all Cougar PTO fundraisers, fund development committees and/or fundraising support;
 4. Facilitate the creation and maintenance of a list or database of PTO solicitations and donations, including donations-in-kind, from businesses to assist Cougar PTO in maximizing its solicitation efforts and being good neighbors to our local businesses;
 5. At the request of the President, analyze and review each fundraiser to make sure it fulfills the Cougar PTO mission; and
 6. Serve on the Executive Board; and
 7. Deliver to his/her successor all official materials at the time of installation.
- G. The **Secretary** shall:
1. Act as aide to the President;
 2. Record the minutes of all meetings of the Cougar PTO;
 3. Email minutes to VP Technology for publication on website;
 4. Be prepared to read the records of any previous meeting;
 5. Email the minutes of any meeting to any general member of the PTO upon request;
 6. Keep a current copy of the Policies and Procedures on file;
 7. Maintain a membership list;
 8. Attend to such matters of correspondence as may be referred to her (deaths, celebrations, speaker appreciations, etc.);
 9. Coordinate the Cougar eNews, biweekly;
 10. Perform such other duties as may be provided for by these policies and procedures prescribed by parliamentary authority, or directed by the President or Executive Board;
 11. Serve on the Executive Board; and
 12. Deliver to his/her successor all official material at the time of installation.
- H. The **Treasurer** shall:
1. Act as an aide to the President;
 2. Have custody of the funds of the Cougar PTO;
 3. Maintain PTO laptop and keep software up-to-date;
 4. Make disbursements as authorized by the president, executive board or the Cougar PTO in accordance with the budget adopted by the Cougar PTO;
 5. Have checks or vouchers signed by two of the three listed officers: Treasurer, Treasurer-Elect; President;
 6. Keep a full and accurate account of the receipts and disbursements in the books belonging to the Cougar PTO using appropriate accounting software as well as perform consistent backup of data;

7. Provide a written financial statement to the Executive Board at Board meetings;
8. Present an annual report of the financial condition of the organization;
9. Submit the books annually for a review of the financial policies and procedures by a committee independent of the President and Treasurer, selected by the Executive Board, as soon as practical after the fiscal year;
10. Prepare monthly financial review to be submitted to the Mountain Brook Council PTO by the first of each month;
11. Report the findings of the annual compilation to the Executive Board;
12. Prepare annual budget in concert with the President, President-Elect, and Treasurer-Elect;
13. Review proposed budget with the Principal to ensure needs are met for the year;
14. Follow procedures as recommended by PTO Council, CPA and insurance carrier to meet the guidelines necessary for tax reporting and insurance coverage qualifications;
15. Present proposed annual budget for approval to the Executive Board no later than the first Executive Board meeting of the new school year;
16. Submit the books annually and in a timely manner to the MB Council PTO for the joint filing of the tax return;
17. Serve on and conduct finance committee meetings as needed, consisting of the President, President-Elect, Treasurer, Treasurer-Elect, Outgoing Treasurer, Principal, and a Community Advisor. A member of the Executive Board or Finance Committee who does not have check signing authority shall review and approve bank reconciliations for the duration of the fiscal year;
18. Perform such other duties as may be provided for by these policies and procedures prescribed by parliamentary authority, or directed by the President or the Executive Board;
19. Serve on the Executive Board and attend all Executive Board and general membership meetings; and
20. Deliver to his/her successor all official material at the time of their installation.

I. The **Treasurer-Elect** shall:

1. Act as an aide to the President;
2. Assist the Treasurer in the duties of office;
3. Be eligible to be one of two signatures required on PTO checks;
4. Assist the treasurer with reimbursements and reconcile online PTO sales as needed;
5. Assist the VP Technology with the online store;
6. Oversee all fundraising committees in the Treasurer's capacity;
7. Keep a list of PTO members and process dues collection beginning in August of every year;

8. Serve a two year term and rise to the duties of Treasurer at the beginning of the second year;
9. Perform such other duties as may be provided for by these policies and procedures prescribed by parliamentary authority, or directed by the President or the Executive Board;
10. Serve on the Executive Board and attend all Executive Board and general membership meetings; and
11. Deliver to His/her successor all official material at the time of their installation.

J. **The Parliamentarian shall:**

1. Act as aide to the President;
2. Advise the presiding officers on questions of parliamentary procedure;
3. Perform installation of officers at the annual meeting in May;
4. Perform such other duties as may be provided for by these policies and procedures prescribed by parliamentary authority, or directed by the President or Executive Board;
5. Review the Policies and Procedures annually and revise as needed;
6. Serve on the Executive Board and attend all Executive Board and general membership meetings; and
7. Deliver to his/her successor all official material at the time of their installation.

VII. Committees

- A. Only members of the organization shall be eligible to serve in any elective or appointive positions.
- B. The Executive Board may create special committees as necessary to promote the purposes of PTO and carry on the work of PTO. The term of each chair shall be one year or until the election of a successor.
- C. The chair of each committee shall complete a timely report of their committee and submit to the President or Vice President of Volunteers within one month of event for date specific projects or no later than the annual meeting for ongoing projects.
- D. All receipts for reimbursement for committee expenses must be submitted to the Treasurer within 30 days of expenditure.
- E. The power to form special committees and appoint their members rests with the Executive Board or the President as the need arises.

VIII. General Membership Meetings

- A. Regular meetings of this PTO shall be held with the dates and times determined before the first meeting of the year.
- B. Special meetings of the PTO may be called by the President or by a majority of the Executive Board.

- C. The annual meeting shall be held in May at which time all reports shall be received. New officers will be sworn in at the May PTO Executive Board meeting.

IX. Council Membership

- A. This PTO shall be represented in meetings of the Mountain Brook Council PTO by the President or appointed alternative.
- B. This PTO shall pay annual dues to the Mountain Brook Council PTO as provided in the Mountain Brook Council PTO bylaws.

X. Fiscal

- A. The fiscal year of the Cougar PTO shall be from July 1 through June 30.
- B. Each spring, the current Treasurer and Treasurer-Elect shall prepare a budget for the next fiscal year with input from the current President and President-Elect. The Executive Board shall vote on the budget at the beginning of the school year. Once approved by the Executive Board, the budget shall be approved at the first general meeting and posted on the Cougar PTO website.
- C. Financial Review Committee
 1. The Financial Review committee shall consist of three members: (1) a member of the Crestline administration or their representative; (2) a past PTO Treasurer not currently seated on the Bboard whose year is being reviewed; and (3) a PTO member recommended by the Executive Board and not currently seated on the Board whose year is being reviewed. A member of the current Executive Board or the current Treasurer shall be available to answer questions, but not be a part of the committee itself.
 2. 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 a review of the financial policies and procedures.
 3. 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.
 4. 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 sign off on the general ledger as an indication of their review.
 5. Any issues, concerns or inconsistencies noted by the review committee shall be brought to the attention of the PTO Executive Board and current Treasurer for resolution.

XI. Parliamentary Authority

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

XII. Amendments to Policies

- A. These policies and procedures may be amended at any regular general membership meeting of the PTO by a two-thirds vote of those members present and voting, provided the amendments have been approved by the Executive Board and notice of proposed amendments has been provided to the membership 15 days prior to the meeting.
- B. Amendments or revised policies and procedures by this PTO shall be in accordance with the bylaws of regulations of the Mountain Brook Council PTO.
- C. Policies and Procedures of the Cougar PTO shall be reviewed every three years or as needed.

XIII. Death and Memorials

- A. Memorial donations will be determined by the Executive Board in the event of the death of a current Crestline student, parent or staff, or immediate family member of a Crestline student or staff.
- B. It will be the responsibility of the Treasurer to get the donation to the designated agency.
- C. It will be the responsibility of the Secretary to handle any correspondence needed.

XIV. Non-Discrimination Policy

The PTO will not discriminate against any individual on the basis of race, color, religion, gender, age, creed, disability or natural origin.

ADDENDUMS

- 1. PTO Social Media Strategy (see separate page)**
- 2. Special Events Benefiting Crestline Elementary School**

Any individual, business group or entity desiring to host a special event or activity for the purpose of raising funds for Crestline Elementary School must first receive approval from the Cougar PTO Board and Crestline Elementary School after submission of a written proposal. Except in unusual circumstances, new proposals will be accepted only from parents of Crestline

Elementary students, current Cougar Contributors and/or businesses in the Mountain Brook community. Proposals must be submitted to the President of the Cougar PTO and include (1) the purpose of the special event or activity, and (2) the funds expected to be derived.

The President shall present the proposal to the Cougar PTO Board and the Crestline Elementary administration for discussion. The Cougar PTO Board and the Crestline Elementary administration maintain sole discretion to accept or deny any proposal.

Should the proposal be accepted, the donating entity agrees to the following:

1. Crestline Elementary and the Cougar PTO's logos and names may not be used in any printed or promotional material without the express written approval of the school and the President of the PTO.
2. The donor will not use the student directory for any business or promotional use, or provide it to a third party.
3. The donor will send all proceeds to Crestline Elementary either monthly or within a mutually agreeable time after the event.
4. Crestline Elementary and the Cougar PTO will review each proposal semi-annually, but all proposals will automatically expire at the end of the school year. The school and the PTO may terminate the agreement at any time for any reason.
5. The donor agrees to indemnify and hold Crestline Elementary and the Cougar PTO harmless from any and all liability arising from the gift, event or activity

3. Gift Giving Policies

No cash may be gifted to school employees by the PTO. Gifts must be in the form of a gift card.