

HMS PTO: Policies & Procedures **DRAFT**

Membership (Article IV)

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

- A. Executive board must establish annual membership dues prior to Spring general meeting (Article IV Section 3) or Rising 6th, 7th, and 8th Grade nights (scheduled by HMS Administration).
- B. General membership meetings will be held by September 30 to approve current school year PTO budget. Another will be held by April 30 to approve next year's Executive Board. (Article IV Section 3)
- 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 Executive Board shall include, but not be limited to, the following:

- A. Attend all monthly Executive Board meetings and bi-annual General Membership meetings.
- B. Be committed to the confidentiality of issues that may be discussed at meeting and contribute positively to discussions at meetings and protect the best interest of the school and the unity of the Executive Board.
- C. All Executive Board officers will undergo a background check each year and be a Tier III volunteer per the terms and conditions set by Williamson County School Board Policy 4.501p. Any expenses incurred in this process will be considered a reimbursable expense from HMS PTO funds.
- D. Produce and review HMS PTO policies and procedures in keeping with the purposes and objectives of the PTO.
- E. Create standing and special committees as are deemed necessary to promote the purpose and to carry on the work of the organization.
- F. Assist in all major event of HMS as needed or as requested by school administrators.
- G. Coordinate and consider specific suggestions, criticism, request for funds, fundraising proposals, committee problems, recommendations from the General Membership, and/or other matters requiring direct action by the Executive Board,
- H. Communicate the needs of HMS to the General Membership, the student body, the faculty and the community.
- I. Approve and implement the developed budget for the year. As well as collect all gross revenues on behalf of HMS PTO and submit them to the Assistant Treasurer for deposit.
- J. Prepare and distribute 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.
- K. Annually the HMS PTO must: Confirm nonprofit status annual; 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 31.
- L. Annual review of insurance coverage for the PTO, including the Sub-Committees and their relevant booster clubs.

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- M. 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.

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

- Attend and preside over all meetings of HMS PTO and Executive Board and prepare agendas for monthly board meetings.
- Maintain good communication with board officers and members regarding meetings and information regarding PTO functions
- Plan, coordinate and get approval for all events and plans for the year with the principal. Complete all WCS Fundraising Request and Facilities Requests forms for respective events by May 30th.
- Oversee, plan and coordinate all fundraisers/events with respective officers and committees and ensure proper paperwork is completed and filed with HMS Administration and Williamson County Board of Education offices.
- Serve as an ex officio member of all committees and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- Be a designated signatory on checks and vouchers
- Coordinate and serve as the President of the Officers and on all Standing, Special and Club committees of the PTO in order to meet the purpose of the PTO bylaws
- Complete an annual review of the bylaws and present at the General Meeting in April and follow the necessary steps to amend them should the need arise.
- Serve as Parliamentarian after their term as President expires or until replaced by a successor or another Ex-Officio member appointed by the Board of Directors
- Maintain email for HMS PTO – answer all correspondence or direct to appropriate officer or chairman
- Serve as the primary contact for HMS administration regarding PTO business and events.
- Represent HMS PTO at district wide meetings as well as meetings outside the organization.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such duties as may be provided by the bylaws, standing rules, parliamentary authority or directed by the Board of Directors

B. 1st Vice President

- Act as an aid to the President
- In their designated order, perform the duties of the President in the President's absence or inability to serve

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- Be a designated signatory on checks and vouchers
- Serve as the Vice President of the Officers and on all Standing, Special and Club Committees of the PTO in order to meet the Purpose of the bylaws
- Oversee fundraising related meetings, activities and events
- Assist the President in completing an annual review of the bylaws presented at the general meeting in May of each year
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

C. Vice President of Events

- Shall aid the president and perform the duties of that office in the absence of the President and 1st Vice President
- Coordinate and oversee PTO events that include but not limited to: school dances, Snapshots with Santa, Dodgeball and 8th Grade Formal.
- Create sub-committees and chairs as needed for HMS PTO events.
- Work within the HMS PTO approved budget.
- Work with sub-committee chairs and Volunteer Chair to coordinate plans to ensure advertising, communications, setup, decorating, and chaperones and cleanup is properly planned for.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

D. Secretary

- Record the minutes of all meetings and those in attendance. Distribute the minutes within a reasonable time after each meeting and be prepared to refer to minutes of previous meetings.
- Keep a permanent correct record of all general meetings of the HMS PTO and the Board, and will ensure all records pertaining to the HMS PTO, except those of the Treasurer, are maintained and accounted for.
- Ensure copies of the by-laws, the minutes of all meetings and budgets be kept in the HMS PTO records for the purpose of historical continuity.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

E. Treasurer

- Previous accounting, financial systems and/or bookkeeping experience is preferable.

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- Have custody of the funds of HMS PTO
- Keep a full record and accurate account of receipts and expenditures of the financial records of HMS PTO as stated in Article VII Section 3 of these bylaws.
- Prepare an annual report and submit a copy to the Finance Department of Williamson County School Board by July 31. Be prepared to present to the Executive Board as well.
- Be a designated signatory on checks and vouchers
- Make disbursements as authorized by the President and/or Board of Directors of the HMS PTO in accordance with the approved budget.
- Have all checks and vouchers signed by two signatory Officers: President, Vice-President and/or Treasurer.
- Record and track all funds received via check, cash, credit card, etc.
- Present financial statements at every meeting and at other times as requested by the Executive Board
- Review and affirm the accuracy of all bank statements and perform monthly bank reconciliations.
- Engage the appropriate service provider to ensure the proper filing of all tax documents required by the laws governing PTO organizations as well as the annual audit of the PTO financial records
- Abide by all financial policies and procedures as described in Article VII,
- Concessions financial reporting and recording:
 - Maintain separate checking account that serves the HMS concession stand.
 - Report concessions financial position to the Executive Board on a quarterly basis or when asked to do so.
 - Pay bills and reimbursements for concessions related items and expenses.
 - Use percentage formulas to calculate expenses to be spread across all events.
 - Disburse funds to various sports and clubs on a quarterly basis or after season is over.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

F. Assistant Treasurer

- Aid the Treasurer and perform the duties of that office in the absence of the Treasurer
- Execute all bank notices and deposits but shall not be involved in originating deposit notices or bank reconciliations.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors.

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G. Principal or Designated Assistant Principal

- Serve on the Executive Board in an advisory role to the PTO and present a report at monthly Executive Board meetings.
- Work with the Executive Board on the PTO calendar for the upcoming year.
- Non-voting member.

H. Principal Appointed Faculty Member

- Be the primary contact between the PTO Executive Board and the Faculty
- Attend monthly PTO Executive Board meetings.
- Non-voting member.

Sub-Committees Representatives - SCUBA – Sub-committee with a Bank Account (Article V, Section 2)

The basic policies and procedures of SCUBA's (i.e concessions, athletics, fine arts) shall include, but not be limited to, the following:

The function of the Concessions Sub-Committee is to support fundraising activities through concessions stand sales at HMS.

Standing Committees

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

A. Appointments

- The Nomination Committee shall appoint the chairpersons of standing committees which shall be ratified at the spring General Membership meeting. Appointments shall be for one year and can be an individual or co-chairs.

B. Beautification and Grounds Chair

- Organize and coordinate interior and exterior decor and grounds.
- Work within approved budgeted amount.
- Decorate the inside and outside of the school during various holidays/seasons.
- Plan and promote a fall and spring clean-up day for grounds clean up.
- Be empowered to create a committee as needed.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

C. Communications/Social Media and Website Chair(s)

- Design/maintain/update the HMS website
- Work directly with the President in setting up and providing creative ideas and designs throughout the school year

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- Maintain the integrity of the images on the PTO website, by insuring that pictures, web links, and other content are in keeping with PTO principles and WCS rules and regulations.
- Ensure accurate and timely communication between HMS PTO and its members as well as parents and school staff through newsletters, emails, social media and HMS PTO website.
- Maintain social media sites of HMS PTO i.e. Facebook, Twitter, etc.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

D. Concessions Chair

- Along with the PTO President, Treasurer and Heritage Athletics Chair, determine a disbursement plan for the year.
- Coordinate with Heritage Athletics Chair in order to communicate with HMS Athletic Directors and coaches. Get contact information for head coach and respective team parent in charge of concession volunteers for the following sports: football, volleyball, boys soccer, girls soccer, wrestling, girls basketball, boys basketball, JV cheer and Varsity cheer.
- Maintain a correct volunteer list with name, hours worked and organization to get credit for volunteer hours.
- Keep an inventory of drinks and respective expiration dates and make bi-weekly orders with Coke.
- Keep concessions stocked with needed items and maintain a current calendar of events/home games.
- Determine which events Domino's pizza and Chick-fil-a sandwiches will be needed.
- Maintain Sam's card for purchasing.
- Open the concession stand for each event and ensure volunteers are present to work. If volunteers do not show up, close concession stand.
- Have a list of procedures for volunteers to follow while concession stand is open and list of closing/cleaning procedures.
- Keep all receipts and record, financial and volunteer, to share with PTO Treasurer for financial recording and disbursements.
- Count proceeds at the end of the concessions event or next morning and deposit in bank. Give deposit notice to PTO Treasurer.
- Work with Fun Friday volunteers, if needed.
- Work within approved budget and do not enter into any form of contracts without the approval of the Executive Board.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

E. Corporate Sponsorship Chair

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- Create and update sponsorship forms along with Executive Board beginning in January in order to begin requesting funds before end of school calendar.
- Maintain Master List of Corporate Sponsors and works with Executive Board to ensure all leads have been properly pursued.
- Coordinates all mailings to both potential and previous corporate sponsors.
- Works closely with Heritage Athletics Chair to ensure there is not an overlap in Heritage Athletic donors and corporate sponsor leads.
- Follows up with Corporate Sponsor committee members to ensure leads have been contacted, identify any communication issues, offer assistance/guidance
- Receives all checks and documentation to ensure donation is collected and properly deposited.
- Ensures all contact information is received to ensure proper recognition and gratitude
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

F. Fine Arts

- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors Fine Arts Chair
- Help and assist Fine Arts staff as needed.
- Communicate and coordinate needs and requests of Fine Arts department to HMS PTO
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

G. Heritage Athletics Chair

- Work alongside Concessions Chair and Athletic Director in order to coordinate home games with coaches and team parent volunteers.
- Work with Executive Board to update Heritage Athletics donor forms in January in order to begin pursuing leads before school ends in May.
- Be empowered to create a committee to manage and pursue donors for Heritage Athletics. Work closely with Corporate Sponsor Chair to ensure there is not an overlap in Heritage Athletic donors and corporate sponsor leads.
- Work with Treasurer to ensure all donations have been received and documentation to ensure donations are collected and properly deposited.
- Ensures all donor contact information is received to ensure proper recognition and communication.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

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H. Hospitality Chair

- Generate a list of staff birthdays along with appointed HMS staff member in order to recognize staff members in their birthday month with their favorite snack and drink.
- Coordinate staff appreciation week and parent supplied luncheons four times a year and then PTO funded snack bar, candy bar or breakfast the other months. Plan dates for the year in August.
- Work within designated budget approved at General meeting in September.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

I. Lost & Found Chair

- Organize lost and found items in HMS Cafeteria.
- Coordinate donation of unclaimed items at the end of every quarter.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

J. Membership Chair

- Coordinate and oversee PTO membership drive
- Keep a running list of current PTO members
- Collect all information and forms regarding PTO membership in order to populate/update mobile directory database
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

K. Spirit Night Chair

- Work with local restaurants to host a spirit night that would benefit HMS PTO.
- Coordinate with Communications and Webmaster to ensure proper communication and advertising.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

L. Spirit Wear Chair

- Organize design, ordering and pricing of HMS PTO spirit wear.
- Be available/accessible to sell merchandise at all major school functions i.e Hornet Nights, Open House.
- Work within approved budget.
- Be empowered to create a Spirit Wear Committee as needed.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

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M. Volunteer Coordinator

- Handle the Coordination and Recruitment of Volunteers for PTO activities, PTO events, and school volunteer opportunities
- Create and maintain a volunteer list
- Coordinate volunteers to help in HMS front office each morning and HMS copy room daily.
- Work with President and Committee Chairs to find volunteers for school and PTO sponsored events.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

O. Nominating Committee Chair

- Select at least two other members for the committee from the HMS PTO General Membership, at least two from the current Executive Board and two - three rising sixth grade parents from elementary feeder schools no later than January each year.
- Create a slate of candidates for each open officer and standing committee chairpersons to be presented at the Executive Board March meeting.
- 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 HMS PTO bylaws and be a Tier III volunteer per Williamson County School Board Policy 4.501p.
- Post the Executive Board approved slate to the General Membership thirty days prior to the spring General Membership meeting.
- Maintain a binder with Standing Operating Procedures for the purpose of guiding and training a successor to the position.
- Perform such other duties that may be provided by the by laws, standing rules, parliamentary authority or as directed by the Board of Directors

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

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

- A. 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.
- D. 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.

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- E. If there is only one nominee for any position, election for that position will be by voice vote.

Executive Board Meetings(Article V, Section 8)

The basic policies and procedures of 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 member may be included in the officer's meeting at the discretion of the officers. The subsequent Executive Board Officers meeting will be schedule 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 2/3 quorum. Quorum is established when 2/3 of voting members present at a meeting vote. No business can be voted on without a quorum.
- C. In the case of a vote by e-mail, a motion will carry with a 2/3 vote of all voting members. The motion and results of the vote via e-mail shall be used 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 HMS PTO must register annually with the Secretary of State's office.
- B. The HMS PTO and 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 club 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 club and not the school or any individual representing the PTO.
- 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.
- G. The president has the authority to make purchasing decisions up to \$100 for a new item or up to over \$100 over an approved budget item. Expenses of more than \$100 (outside the approved budget) require approval of the Executive Board.

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- H. The Executive Board may authorize the payment of routine organization bills within the limits of the approved budget and may authorize the payment of other bills not to exceed a total of \$1,000 between general meetings of the HMS PTO. Such actions will be disclosed at the next general meeting and must be recorded in the organization minutes.
- I. Expenses outside the approved budget over \$1,000 must be approved by the Executive Board. At the fiscal year-end the Executive Board will keep a reasonable bank balance plus additional expenses expected to be distributed in the first two months of the following school year.
- J. For disbursements, pre-numbered bank checks are required that require two signatures.
- K. 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 supporting documentation. All check request forms will be filed by check number.
- L. Donations of equipment may be received for a specific purposes. All monetary contributions given to the PTO for a designated purpose shall be disbursed to HMS upon submission of restricted letter.
- M. The PTO and/or its recognized booster club should maintain documentation of any written conditions on any donations to the board of education or HMS. 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 Assistant Treasurer shall include:

- A. Collections should be deposited at the bank within 48 hours of an event.
- B. Deposit notice procedures.
 - a. Money received must be counted by Executive Board member but not the Assistant Treasurer.
 - b. Copy all checks and complete HMS PTO deposit notice. Make a copy of the deposit notice and stamp "COPY". Attach copied checks to the copy of the deposit notice.
 - c. Give the original deposit notice and money to the Assistant Treasurer or put it in the "To Be Deposited" folder.
 - d. Put the copies in the Treasurer folder. Treasurer will compare copies in notebook to bank deposit slips in order to ensure all funds were deposited.
- C. The Treasurer should present a summary financial statement and analysis to the Executive Board and/or its recognized booster club officers on a monthly basis.
- D. Bank accounts should be reconciled monthly by the Treasurer. A copy of the bank statement should be attached to the monthly reconciliation reports.
- E. At the end of a fiscal year, a copy of the monthly bank statements should be included with the minutes.
- F. 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 satirized that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

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- G. All collection records, bank statements, cancelled checks and invoices along with copies of the monthly treasurer's report should be maintained for at least four years. All documents should be stored in a designated PTO location at HMS.
- H. 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.