

**FOREST HILL ELEMENTARY SCHOOL PTO**  
**STANDING RULES AND POLICIES 2019-2020**

**July 24, 2019**

**PURPOSE**

These standing rules and policies supplement the Forest Hill Elementary School Parent Teacher Organization bylaws by providing more specific guidelines and information for the conduct of the board of managers, hereafter referred to as the “board.” Each board shall approve standing rules and policies for its term of office at the summer board of managers meeting. These standing rules may be amended during the school year by a majority vote of the board.

**DEFINITIONS**

The Forest Hill Elementary School Parent Teacher Organization shall be referred to as “PTO.” The PTO executive committee consists of the elected officers (president, vice presidents, secretary, treasurer) as well as the parliamentarian (appointed, non-voting officer) and principal. The “board of managers” or “board” will refer to the elected officers, the principal (or an appointed representative), teacher representative(s), and the immediate past president advisor, if applicable, and the chairmen of standing and/or special committees. “Chairmen” refer to the board members that lead committees, of which the members are not considered to be on the board.

**GENERAL MEMBERSHIP MEETINGS**

1. General membership meetings shall be held at least two (2) times per year. The dates will be set by the board at its first meeting of the year. Seven (7) days’ notice shall be given to the membership of any change of date.
2. The meetings may include educational programs or award presentations with the talents of FHES students showcased as much as possible. The fall meeting will be considered the annual business meeting of the PTO and the election of the new board members will occur at the spring meeting.
3. Special meetings of the FHES PTO may be called by the president or by a majority of the board of managers, with proper notice given to the general membership.

4. Twenty (20) members shall constitute a quorum for the transaction of business in any general membership meeting of this organization. Voting by proxy is prohibited.
5. The board of managers must attend the PTO general meetings. If a board member is unable to attend, he/she should notify the president at least 24 hours in advance.

### **BOARD OF MANAGERS MEETINGS**

1. Board of managers meetings will be held monthly and set by the board at its summer meeting.
2. Ahead of each meeting, each chair must contact the president and submit topics for discussion to be included on the agenda.
3. Each chair will report concisely about the current work of their committee as well as plans for the near future.
4. Members of the board are expected to be present and on time so that the business of the board can be conducted efficiently.
5. If a chairman cannot attend a meeting, a committee member must attend in his/her absence to make a committee report as well as to be informed about the ongoing plans of the board. This committee member will not have a vote on the board.
6. Full attention should be given to the person who is speaking during the meeting. Discussions must be kept confidential; however, once a motion has passed or a decision is made, information may be communicated.
7. The slate of new board members will be presented for a vote at the March board of managers meeting with final approval at the spring general meeting.
8. The May board meeting will consist of the old board and the new board; however, the old board carries out their responsibilities through June 30<sup>th</sup>.
9. The first board meeting will be held in the summer and planned by the president with the assistance of the executive committee.

**GENERAL GUIDELINES – CHAIRS SHOULD:**

1. Read the FHES bylaws as well as the standing rules and policies.
2. Have at least two (2) members on their committee, if applicable.
3. Submit all flyers and event information/details to the corresponding vice president for final approval by the principal.
4. Submit flyers, exact wording, and/or graphics to be included in the weekly e-newsletter or on social media to [fhescommunications@googlegroups.com](mailto:fhescommunications@googlegroups.com) with a cc to your VP by Thursday at 5pm CST to be included for the upcoming week.
5. Submit requests for use of the school building and/or equipment to their vice president for final approval by the principal.
6. Maintain a committee notebook with bylaws, standing rules, list of volunteers and hours, details of activities/plans, a current budget and an accurate record of expenditures.
7. Keep track of volunteer hours worked by members of their own committee. Turn in reports twice a year – before winter break and in the spring.
8. Request a budget by a certain date (to be determined by the budget committee).
9. Submit a summary of expenditures to the treasurer by June 1<sup>st</sup> along with recommended budget changes for the following school year.
10. Give committee notebook to the new chair by the last board meeting of the year.
11. Adhere to the mission/purpose of the FHES PTO while leading their committee.
12. Receive approval from the executive committee if needed to serve as a room parent.
13. Check with secretary for a list of approved GMSD vendors. NOTE: All food served at PTO events must be nut-free.
14. Before soliciting donations, contact the vice president of fundraising for a current list of businesses that have previously donated. Once a donation is received, notify the vice president of fundraising so that the donation may be recorded.

15. Ensure that all businesses receive a donation receipt letter and a personal thank you note on FHES PTO note cards after the event.
16. Participate in various PTO, school programs, and events in order to support the other committee chairs.
17. Be careful with social media as personal comments could be construed as a PTO position and may influence others' perception of the FHES PTO.
18. Represent the FHES PTO with a positive attitude and only discuss grievances with the appropriate PTO representative, teacher or principal. Remember, little ears are always listening!
19. Contact the vice president of volunteers for extra "Helping Hands" during the year.
20. Follow all school rules and regulations, including, but not limited to, providing proper identification when entering the school.
21. Attend at least one GMC PTO special event (such the September "Lunch and Learn" or STAR awards ceremony) and at least one GMSD board of education meeting.
22. VOTE BY EMAIL – An email vote is allowed if an immediate decision is necessary between board meetings. The president will send an email to voting board members and explain the situation, choices for which to vote and a deadline. Votes are to be submitted to the parliamentarian (only). "Reply all" should not be used, unless when asking a clarifying question. The parliamentarian will submit a report to the president, who will announce the vote results. Due to the difficulty of discussion via email, situations requiring debate will not be addressed via email.

## **FINANCES**

1. The FHES PTO will have a free business checking account at BankTennessee.
2. The PTO will maintain a minimum reserve of \$10,000.00 not to exceed 50% of an average year's budget.
3. Financial requests under \$1,500 that are not part of the PTO budget or investment budget must be approved by the executive committee. Any financial requests exceeding \$1,500 but not exceeding \$5,000 that are not a part of the PTO budget or investment budget must be approved by the board of managers. Any financial

requests exceeding \$5,000 that are not a part of the PTO budget or investment budget must be approved by the general membership.

4. Committee chairs must stay within the established budget for their committee. If expenses will exceed the set budget amount, the committee chair must seek approval from the executive committee prior to spending any additional funds. Any committee chair allocated a budget that is equal to or exceeds \$1,500 will be required to submit a detailed list of all expenses to the executive committee for approval fifteen (15) days prior to first expenditure.
5. Any expenditures that exceed the approved budget will NOT be reimbursed unless approved by the executive committee prior to purchase (see above).
6. Committee chairs must follow all the Germantown Municipal School District (GMSD) purchase and reimbursement policies. Receipts and/or invoices must accompany all requests for payment forms and should be presented within 30 days of a purchase. Any requests made after the close of the fiscal year (June 30<sup>th</sup>) may be denied. Sales tax on PTO purchases will not be reimbursed once we have our tax-exempt status from the IRS.
7. The treasurer and president shall sign all checks. If the president is unavailable, the secretary may be the second signature. In the event the treasurer is unavailable, the president and secretary may endorse the checks. Under these circumstances, the president is required to notify the treasurer and submit any necessary documentation to support the expenditures.
8. Any person responsible for depositing funds, writing checks, filing forms, or any legal document must comply with all specific due dates. If a penalty is assessed due to negligence in completing the assigned duties, the responsible person may be liable for the assessed penalty.
9. All PTO money must be counted and recorded on a "Received Funds" form signed by two (2) people (at least one (1) of whom is a member of the board of managers) at the time it is collected. All money and signed forms should be given to the treasurer (or placed in a safe) to be deposited by the treasurer in a timely manner.
10. The financial books shall be subject to examination by an audit committee (or auditor). Satisfied that the treasurer's annual report is correct, the audit committee (or auditor) shall sign the form to be submitted to the Germantown Municipal Council PTO and GMSD chief financial officer.

## **BOARD OF MANAGERS - SPECIFIC RESPONSIBILITIES**

**PRESIDENT:** An elected, voting member of the executive committee who will preside over the executive committee, board of managers and general meetings; prepare and distribute agendas at least 24 hours prior to scheduled meetings; serve as an ex-officio member of all committees (except nominations); check and respond to emails in the PTO account; represent FHES PTO to the media, groups, individuals or invited functions; be responsible for co-signing checks with the treasurer; approve and sign all contracts; coordinate and support the work of the board of managers and their committees so that the mission of the PTO is served; regularly meet with the principal to oversee the events/projects at the school; complete and submit, by July 31<sup>st</sup> each year, all required School Support Organization Financial Accountability Act paperwork (SSO); perform other duties as may be provided by the bylaws, standing rules, parliamentary authority, or as directed by the executive committee or the board of managers.

**VICE PRESIDENT COMMUNICATIONS:** An elected, voting member of the executive committee responsible for overseeing all communications' efforts for the FHES PTO who will coordinate with the GMSD publicity coordinator on communications; create, maintain and update the FHES PTO website; ensure all communications are representative of the FHES PTO mission set forth in the bylaws; member of the budget committee; serve as the liaison between the executive committee (including the administration) and the communications' committee chairs; maintain current descriptions of committee chairs; support the purposes of the committee chairs in their roles, such as:

**NEWSLETTER:** share news, photos, events, and other pertinent information about PTO and school activities to all FHES parents via the weekly e-newsletter; establish a deadline for the submission of information to be included in the e-newsletter; submit the final draft of the weekly e-newsletter to the vice president of communications, the president, and FHES administration for approval; distribute the weekly e-newsletter each Sunday morning.

**SOCIAL MEDIA:** share news, photos, events, and other pertinent information about PTO activities via the FHES PTO Facebook page; act as an administrator of the Facebook page (along with the vice president of communications and the president).

**NEWS:** write and distribute school events, student accolades, and other newsworthy information to local newspapers; maintain a list of media contacts; submit final drafts of news releases to the vice president of communications, president, and administration for approval prior to sending to any news outlets.

**VICE PRESIDENT EVENTS:** An elected, voting member of the executive committee responsible for overseeing events at FHES who will work directly with the vice president of fundraising to coordinate the fall fundraiser and the spring fundraiser; member of the budget committee; ensure that FHES events are representative of the FHES PTO mission set forth in the bylaws; serve as the liaison between the executive committee (including the administration) and the events committee chairs; maintain current descriptions of the committee chairs; support the purposes of the committee chairs in their roles, such as:

**BOOK FAIR:** work with the school librarian to coordinate a book fair in the fall; lead a committee to implement a successful event.

**GRANDPARENTS' NIGHT:** plan an evening for grandparents, family, or friends; organize volunteers, decorations, food, and activities.

**PANCAKE BREAKFAST:** coordinate a fun morning with the goal of further developing community at FHES.

**FATHER/DAUGHTER EVENT:** plan a father/daughter event in the spring semester.

**MOTHER/SON EVENT:** plan a mother/son event in the fall semester.

**VICE PRESIDENT FUNDRAISING:** An elected, voting member of the executive committee responsible for coordinating fundraising efforts at FHES who will keep a current list of businesses who have provided donations; work directly with the vice president of events to coordinate the fall fundraiser and the spring fundraiser; chair the investment committee; member of the budget committee; ensure that FHES fundraising efforts are representative of the FHES PTO mission set forth in the bylaws; serve as the liaison between the executive committee (including the administration) and the fundraising committee chairs; maintain current descriptions of the committee chairs; support the purposes of the committee chairs in their roles, such as:

**DONATION DRIVE:** plan and implement a parent donation drive at the beginning of the school year (to last no longer than 30 business days); assemble a distribution packet; collect donations each day and submit funds to the treasurer; keep a current spreadsheet of all donors; work with the assistant treasurer to provide a donation receipt letter to each donor; member of the investment committee.

**FALL FUNDRAISER:** coordinate and implement an evening for adults to raise funds for the FHES PTO.

**FUND DEVELOPMENT:** coordinate “spirit nights” so that a portion of proceeds from local businesses can be given to FHES; set up and maintain accounts with online businesses such as, but not limited to, Kroger, AmazonSmile, Box Tops for Education; collect funds and submit to treasurer on a regular basis; identify possible educational grants and make recommendations to the vice president of fundraising; member of the budget and investment committees.

**SPRING FUNDRAISER:** coordinate and implement a family-friendly event to raise funds for the FHES PTO.

**VICE PRESIDENT HOSPITALITY:** An elected, voting member of the executive committee responsible for overseeing all hospitality events including the dinner board meeting in the summer and the old board/new board meeting in the spring; manage the inventory of hospitality supplies; member of the budget committee; ensure that all hospitality functions are representative of the FHES PTO mission set forth in the bylaws; serve as the liaison between the executive committee (including the administration) and their committee chairs; maintain current descriptions of the committee chairs; support the purposes of the committee chairs in their roles, such as:

**TEACHER APPRECIATION:** organize a “welcome back” breakfast for teachers; provide refreshments and/or dinner for the teachers during conferences in the fall and spring semesters; coordinate with teacher treats chair and room parent chair to thank FHES teachers during Teacher Appreciation Week (May 4<sup>th</sup>-8<sup>th</sup>, 2020).

**TEACHER TREATS:** provide monthly treats to encourage FHES staff, including, but not limited to, lunches, coffee bars, or mailbox surprises; coordinate with teacher appreciation chair and room parent chair to thank FHES teachers during Teacher Appreciation Week (May 4<sup>th</sup>-8<sup>th</sup>, 2020).

**NEW FAMILIES:** plan and implement the “Boo Hoo” breakfast for kindergarten parents; collaborate with the administration to create a new family packet; coordinate school tours for potential FHES families.

**VICE PRESIDENT VOLUNTEERS:** An elected, voting member of the executive committee responsible for overseeing parent volunteers who will schedule and manage the “Helping Hands” parent volunteer group each nine weeks; member of the budget committee; ensure that all volunteer committees are representative of the FHES PTO mission set forth in the bylaws; serve as the liaison between the executive committee (including the

administration) and their committee chairs; maintain current descriptions of the committee chairs; support the purposes of the committee chairs in their roles, such as:

**FATHERS OF FOREST HILL:** encourage volunteerism among the FHES fathers by coordinating opportunities for service.

**FIELD DAY:** assist the PE teachers with field day activities and supplies.

**HEALTH AND WELLNESS:** staff the health room during times set by the school nurse; purchase and manage inventory of necessary health room supplies; coordinate wellness activities throughout the year for teachers, students, and parents, as approved by the administration.

**LIBRARY:** recruit, train and schedule volunteers to assist with shelving books and helping students check out books; assist the librarian with the summer reading program, the library club, community readers' day, adopt-a-first responder project, annual inventory and designing decorations for the library.

**ROOM PARENTS:** act as the liaison between the teachers and the room parents; assist the teachers in soliciting and selecting room parents; communicate teachers' needs throughout the school year; provide room parents with the materials and information they need to serve in their role; coordinate with teacher appreciation chair and teacher treats chair to thank FHES teachers during Teacher Appreciation Week (May 4<sup>th</sup>-8<sup>th</sup>, 2020).

**SPED AWARENESS:** work with special education teachers to plan and implement activities that promote awareness about various special needs; communicate details of events to the students, teachers, and parents; act as a liaison between the PTO and parents of students with special needs.

**SECRETARY:** An elected, voting member of the executive committee responsible for overseeing the following at FHES PTO: keep all records of the organization, including a current and complete membership list of the organization, bylaws, and standing rules; maintain a record of board members and attendance at executive, board, and general meetings; write minutes for executive meetings, monthly board meetings and general membership meetings; order Forest Hill Elementary PTO note cards, paper and other office supplies, as needed; maintain the list of approved GMSD vendors; a member of the budget committee; serve as the liaison between the executive committee (including the administration) and their committee chairs; maintain current descriptions of the committee chairs; support the purposes of the committee chairs in their roles, such as:

**MEMBERSHIP:** conduct a membership drive at the beginning of the school year; keep accurate records of members; give money to the treasurer for deposit; prepare reports as needed; develop an online directory; plan and implement 100% participation parties (with the approval of the administration).

**CARE & COMPASSION:** coordinate assistance for FHES families and staff during times of hospitalization, death in the family, or an emergency; responsibilities include, but are not limited to, writing notes (thank you, sympathy, get well, congratulatory) and providing meals.

**LEGISLATIVE:** provide updates of current and pending legislation (or decisions) that may directly affect the children, school and community; coordinate with committee to attend the meetings of the GMSD Board of Education and the Board of Mayor and Aldermen (or read the minutes); report updates to the board, as needed, and to the FHES parents through the weekly e-newsletter.

**TREASURER:** An elected, voting member of the executive committee who will handle PTO funds; keep a full and accurate account of deposits and payments; make payments of PTO insurance and GMC PTO membership dues; chair the budget committee to develop a proposed budget; manage the PTO PayPal account; work with the vice president of fundraising to report on revenue and expenses from the fundraising events; work with the membership chair and the donation drive chair to manage all incoming dues/donations; coordinate the work of an auditor or chair the audit committee to examine records annually (or upon the change of treasurer); provide a monthly treasurer's report at board meetings; member of the investment committee; complete, along with the president and assistant treasurer by July 31<sup>st</sup> each year, all required School Support Organization Financial Accountability Act paperwork (SSO); file IRS form 990 each year; renew the 501(c)(3) application as well as other filings, as necessary and appropriate; delegate responsibilities to and work with assistant treasurer to accomplish all duties.

**ASSISTANT TREASURER:** Reconcile the bank account each month; give a copy of the bank statement to the FHES principal; member of the budget, investment and audit committees; complete, along with the president and treasurer by July 31<sup>st</sup> each year, all required School Support Organization Financial Accountability Act paperwork (SSO); update the tax-exempt certificate every fiscal year (by June 30<sup>th</sup>); coordinate distribution of donation receipt letters.

**PARLIAMENTARIAN:** A non-voting position appointed by the president and approved by the executive committee; resolve parliamentary voting and meeting management issues; ensure the following of the bylaws and standing rules; serve as the chair of the bylaws committee every five (5) years and the chair of the standing rules committee, which meets each year to revise the standing rules; represent the FHES PTO on the sunshine committee; chair the STAR committee each year.

**PAST PRESIDENT ADVISOR:** The immediate past president who assists the board in any area as needed; attend general membership meetings as well as board of manager meetings; a member of the budget committee; position remains vacant if unable to serve on the board.

### **GERMANTOWN MUNICIPAL COUNCIL PTO REPRESENTATIVE**

The GMC PTO representative shall be a FHES PTO board member; serve on the GMC PTO at their request; attend all GMC PTO board meetings; provide a monthly report to the FHES board of managers of GMC PTO events/plans; assist with special events held by the GMC PTO including district office luncheons, lunch and learn meetings, STAR awards, among possible other events.

### **SPECIAL COMMITTEES**

**INVESTMENT COMMITTEE:** The purpose of the investment committee is to ensure that parents, teachers and the administration have an input in the use of any monetary donations given to the school by the PTO. The following are the established guidelines:

1. The investment committee is chaired by the vice president of fundraising and consists of: the principal, assistant principal, president, chair of fund development, chair of donation drive, treasurer, assistant treasurer, one teacher (chosen by the principal) and two non-board PTO members (chosen by the vice president of fundraising and president with final approval by the principal), only one of which needs to be in attendance at each meeting.
2. The president calls meetings, as needed.
3. Administration, teachers and parents make recommendations on spending the funds and the committee decides on the priority of the recommendations.

4. The investment committee may report at board meetings or general membership meetings, as needed, to approve the amount donated to FHES.
5. The chair of the committee oversees the purchases, as needed.

### **AUDIT COMMITTEE (AUDITOR)**

1. An audit committee will be appointed by the executive committee each spring. The audit committee will be chaired by the outgoing treasurer and consist of at least four (4) additional members: two (2) board members and two (2) members from the general membership. The assistant treasurer will participate if available.
2. This committee will audit the financial records for the fiscal year, prepare a report to be presented at the first general meeting of the new fiscal year, complete all necessary forms required by the School Support Organization Act, Germantown Municipal Council PTO and Germantown Municipal School District.
3. The audit will be performed annually at the end of the fiscal year and completed by July 31st or upon the change of treasurer in a timely manner.
4. Alternatively, the FHES PTO reserves the right to hire an external auditor to complete the audit and all the necessary forms.

### **BUDGET COMMITTEE**

1. The budget committee is chaired by the treasurer and consists of the president, vice president(s), treasurer, immediate past treasurer (if available), immediate past president (if available), the fund development chair (optional), and assistant treasurer (optional).
2. Board members will submit a summary of expenditures to the treasurer by June 1<sup>st</sup> along with recommended budget changes. The committee will review the past budget and update current year projections based on the accuracy of the prior year and the anticipated income/expenses for the current year.
3. The committee will present a proposed budget for discussion at the summer board of managers meeting. The budget will be approved at the August board meeting and presented at the general membership meeting (no later than the end of October) to be approved by a majority vote of the members present.

4. The budget committee will reconvene to make budget amendments and recommendations as needed.

### **BYLAWS/STANDING RULES COMMITTEE**

1. A committee chaired by the parliamentarian and formed each year in the spring will consist of at least five (5) board members, including the president, a vice president, secretary, parliamentarian and past president, if applicable.
2. The committee must consider the necessary criteria for the standing rules for the incoming board of managers as well as review the bylaws as needed (at least once every five years).
3. The recommended changes to the standing rules will be presented to the board of managers at the summer meeting and approved by vote.

### **NOMINATIONS COMMITTEE**

1. In February, the president, in consultation with the executive committee, selects the chair of the nominations committee.
2. The committee consists of five (5) members: the chair, two (2) additional members of the current board, and two (2) from the general membership. No person may serve more than two (2) successive years on the nominations committee.
3. The committee shall determine the intent of current board members to serve again and then solicit nominations from the general membership. These nominees must consent to their willingness to be on the board, read the current standing rules and policies, and understand that they are not guaranteed a position on the board.
4. The nominations committee will decide upon a slate of nominees to be presented to and approved by the principal and the incoming PTO president. The board of managers will approve the slate at the March board of managers meeting and the general membership will vote on the slate of nominees at the spring general membership meeting.