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**CHARLES COUNTY PUBLIC SCHOOLS**

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Parent Teacher Organization (PTO)

Parent Teacher Student Organization (PTSO)

Rules and Procedures

## **OBJECTIVES**

The objectives of \_\_\_\_\_ School's PTO/PTSO shall be:

- A. To establish a home-school partnership that will bring about a spirit of cooperation in the education of our students.
- B. To offer volunteer support to the principal, the teachers, other staff and students.
- C. To advocate for clear guidelines and reasonable expectations that follow Charles County Public Schools' (CCPS) policies and procedures, including but not limited to keeping children safe and implementing fair and sound policies and procedures.
- D. To help develop cooperative efforts between educators and the community that will ensure a quality education is afforded to all students.
- E. To foster and support school and student activities that will promote pride and citizenship, through appropriate and approved fundraising efforts.

## **ROLES OF THE ORGANIZATION**

The PTO/PTSO should serve as an active, loyal and supportive partner of the school and function as an extension of its programs, activities and events, including assistance with planning, development, implementation and evaluation as appropriate, within the district policies, rules and procedures.

- A. To provide and assist in opportunities for extracurricular activities that will augment the educational experience of students as approved by the school administration.
- B. To act as a liaison between parents, school staff, and CCPS.
- C. To plan and implement procedures to provide better communication between parents, students, and the school staff.
- D. To work under the direction of the school's administration/leadership team in offering recommendations and input regarding issues as requested by the general membership.

## **POLICIES**

The purpose of this group shall be educational and shall be developed through conferences, committees, projects, and activities.

- A. The group is a member of the school's student activity funds and shall follow the policies and procedures specified by Charles County Public Schools.

- B. The group may not engage in, nor sponsor other groups or active student-centered agencies, such as 4-H Clubs or boys/girls scout organizations.
- C. The group shall remain free of any and all political involvement.
- D. The group will work under the direction of the school’s principal and staff to support and enhance the educational and cultural environment in the school, but will in no way direct the programs of the administration and staff.
- E. Proceeds of funds received by the PTO/PTSO shall be deposited into the school’s student activity account designated for this group and be distributed by approval of the principal considering the wishes of the general membership. In addition, all purchases and financial processes must be in accordance with CCPS policy and approved by the school’s principal.
- F. Proceeds of fundraising activities cannot be used for the personal benefit of a PTO/PTSO officer, school staff member or general PTO/PTSO member.
- G. The group must receive approval from the principal when planning all functions.
- H. The use of the school facilities must be requested through the principal or his/her designee.
- I. All items donated become the property of the school and must be inventoried according to fixed asset and sensitive inventory rules, which can be accessed through the school’s financial secretary. Donated items shall be approved by the school administration and meet the requirements of the district’s policies. Once inventoried, donated items may not be taken from the premises and must be pre-approved by the PTO/PTSO for use by another group within the school.
- J. Financial donations not to exceed one-time amounts over \$500 are acceptable in accordance with CCPS policy.
- K. All financial expenditures and revenue practices shall be in accordance with the CCPS “Accounting Manual for Student Activity Funds” and “The Finance, Business and Technology Procedures for Activity Sponsors-Student Activity Fund,” without exception.

**MEMBERSHIP**

Membership in the \_\_\_\_\_ School PTO/PTSO shall be open to all parents, guardians and students of \_\_\_\_\_ School, as well as teachers and staff. Other persons interested in promoting the objectives of this organization, such as business groups, mentors, etc., may approach the organization with ideas to discuss, review and consider, but will not be granted voting-membership rights. Membership dues may be established by the current elected officers, not to exceed \$10.00 per year, per voting member.

## OFFICERS

- A. Officers – The officers shall consist of an elected president, vice president, secretary and treasurer. The position of president may be a shared position between two individuals, thus acting equally as co-presidents.
- B. Eligibility – Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO/PTSO meeting, if applicable) shall be eligible to serve in any officer position.
- C. Term of Service – Nominations shall take place by written ballot beginning in April; at the May meeting, general membership votes/elects new officers to a one-year term (July 1<sup>st</sup> through June 30<sup>th</sup> of the following year). An individual may only hold one officer's position at a time and may not serve more than two consecutive years in the same officer position.
- D. Vacancies may be filled by a majority vote of the general membership or by voting members present at the next meeting after the vacancy occurs.
- E. In the event of a tie during officer elections, the principal shall have the deciding vote.
- F. All officers shall act in the best interest of the PTO/PTSO and CCPS.
- G. No officer shall be compensated by the PTO/PTSO for his or her service.
- H. Each officer shall attend the Executive Committee meetings and scheduled PTO/PTSO meetings.
- I. No officer shall secure any contract in the name of the PTO/PTSO without the approval to do so by the school's principal and by vote of the PTO/PTSO members. All contracts must be approved and signed by the school's principal and CCPS where applicable.
- J. An officer may be removed from office only upon the recommendation of the principal and by majority vote of the general membership.

## DUTIES OF OFFICERS

- A. **President:** Shall preside and facilitate all meetings of the group and the Executive Committee; shall be a member of all committees with the exception of the Nominations Committee; shall perform all other duties within the scope of the presidency as determined/required by the general membership; shall serve (or designate another officer to serve) on the county's PTO/PTSO Council.
  - A1. The PTO/PTSO Council consists of the PTO/PTSO president (or designee) from each school and meets at the central office six times a year (August, October, December, February, April and June); the PTO/PTSO council member shall report back to the PTO/PTSO general

members regarding discussed topics/activities. The president reports directly to the school principal and the chain of command shall follow that direction.

- A2. To ensure the integrity of the PTO/PTSO email account, the president must transfer the email address, login, and password information from the previous elected officers to the school principal and incoming elected officers by the end of each school year.
- B. **Vice-President:** Shall act as an aide to the president; shall act on behalf of the president in his or her absence and shall serve as a liaison between all committees and the Executive Committee.
- C. **Secretary:** Shall record the minutes of all general and Executive Committee meetings, read the previous meeting's minutes, tabulate and record any votes called for, and also be responsible for the distribution, posting and archiving of general meeting minutes as requested by general membership.
- D. **Treasurer:** Shall work with the school's financial secretary and keep all necessary documentation regarding funds of the group and report all account balances at each general meeting; shall work in conjunction with the school's financial secretary and be responsible for deposits, account activities and approved disbursement requests for funds; shall perform other financial duties as requested by consensus of the general membership and approved by the school principal. All financial expenditures and revenue practices shall be in accordance with CCPS "Accounting Manual for Student Activity Funds" and "The Finance, Business and Technology Procedures for Activity Sponsors-Student Activity Fund," without exception.
- E. **Student Representatives:** Shall attend all general meetings (where applicable) acting in an advisory capacity and shall serve as a liaison between the general membership and the students of \_\_\_\_\_ School.
- F. **All Officers:** Must perform their duties in accordance with these [PTO/PTSO] rules and procedures and adhere to the policies, procedures and rules of CCPS.

## **EXECUTIVE COMMITTEE**

The Executive Committee of \_\_\_\_\_ School PTO/PTSO shall consist of the elected officers, the principal and a staff advisor/representative. The duties of the committee shall be:

- A. To work with the school's principal and financial secretary in establishing the PTO/PTSO's annual budget. The school administration shall have the final approval of any recommendations.
- B. To transact any necessary business on behalf of the general membership in the interval between regular meetings.

- C. To oversee the workings of sub committees and special projects.
- D. To present reports on committee work at general membership meetings.
- E. To recommend payment of any bills not connected with the operating expenses or welfare work of the PTO/PTSO.
- F. To meet prior to each regular (general membership) PTO/PTSO meeting; a majority of committee members present shall constitute a quorum.
  - F1. Special meetings of the Executive Committee may be called (between regular intervals) by the president or by a majority of the committee members with the approval of the school principal.
- G. To meet at minimum, five times a year to discuss educational issues which affect the building and to make recommendations concerning such items as school budget, physical plant, class size, purchase of new equipment, new programs, safety, etc., to include any other areas that impact the school experience for children. Whenever possible, teachers are welcomed and encouraged to participate.

## **GENERAL MEETINGS**

In accordance with these PTO/PTSO Guidelines:

- A. At a minimum, regular membership meetings shall be held at least four times a year, but are encouraged to be held once per month beginning in September.
- B. Nominations for new officers for the upcoming school year shall begin in April; voting and elections shall commence in May.
- C. Officer transition should occur in June and the group may plan/set its meeting schedule for the upcoming year if prepared to do so.
- D. The Executive Committee may call emergency meetings with three days' notice. Notices of all meetings will be sent home either with students (i.e. flyers, etc.) or via electronic messages, to reach the maximum number of families.
- E. PTO/PTSO meetings will deal with issues of general interest concerning a significant number of parents and shall not address singular complaints best handled by an individual parent and the appropriate staff member.
- F. The Executive Committee shall encourage parents with individual concerns to approach school staff and/or the administration.