

Policies and Procedures of Victory Christian School PTO

As of January 1st, 2025

PTO Mission Statement

The mission of VCS PTO is to develop a closer connection between staff and families by encouraging parent involvement through planning events that strengthen our school community.

Membership

Any parent or guardian of an enrolled student or staff member who supports the mission of the PTO may become a member. Members are expected to attend meetings and assist the Executive Board in the execution and planning of PTO events. Members must agree, by signature, to these Policies and Procedures at the beginning of each school year.

General Meetings

General Meetings shall be held at a minimum of twice per school year, or as called by the Executive Board and/or the President. The first meeting of each school year shall be held no later than September 30 and shall include a review of the PTO's Policies and Procedures, calendar of events, and current fund balance. Another meeting shall be held in the spring of each school year and shall include the election of the Executive Board for the upcoming school year.

Members shall be notified of the time and place of a General Meeting at least seven (7) days in advance. Meetings shall be open to any interested persons; however, the privilege of voting shall be limited to members.

Executive Board

The Executive Board shall consist of a President, Vice-President, and Secretary-Treasurer. The duties of the Executive Board shall be as follows:

President

- Serves as liaison between PTO and Administration/Staff
- Periodic check-ins with the Vice President (at minimum once per month)
 - Look at the activities calendar to keep events on track
 - Determine if any communication/tasks need to happen and follow through
- Prepares an agenda and presides over General Meetings
- Has the authority to sign Check Request Forms
- Coordinates work of all PTO members to ensure duties are being carried out
- Works with Principal for communication with parents and staff in regard to events and volunteer opportunities

Vice President

- Assists the President
- Periodic check-ins with President (at minimum once per month)
- Provides input for decisions
- Has the authority to sign Check Request Forms
- Carry out the President's duties in his/her absence or inability to serve
- Works with the Creative Director to update PTO activities and information on the school's website

Secretary-Treasurer

- Collects, deposits, and disburses all funds by working directly with the school bookkeeper
- Maintain a current record of funds and reconciles balance with the school bookkeeper
- Has the authority to sign Check Request Forms
- Records the minutes of all General Meetings
- Translates meeting minutes and distributes them to the Executive Board members, as well as maintains an archive of the current year's minutes and other important documents
- Collects and maintains contact information of Members

Nominations and Elections: At the spring General Meeting, nominations for the Executive Board for the upcoming school year may be verbally presented. Voting shall be by voice vote per position, unless more than one person is running for a position then a ballot vote shall be taken.

Terms of Office: Members of the Executive Board shall serve for one (1) year commencing June 1. Each Executive Board member shall hold only one (1) elected position at a time.

Vacancies: If there is a mid-year vacancy in the office of President, the Vice President will become the President. If there is a vacancy in any other Executive Board position, the vacancy shall be filled through an election at the next meeting.

Removal from Executive Board: If an Executive Board member has not fulfilled the duties of his/her position, the Members may remove the individual from his/her position by a simple (51%) majority vote of a quorum at a General Meeting where previous notice has been given.

Executive Board Meetings: The Executive Board shall meet on an as needed basis.

Compensation: No member of the Executive Board shall receive any compensation for his/her services. No member of the Executive Board shall profit financially from any of the PTO's activities.

Finances

Records: The Treasurer shall keep accurate records of any receipts, disbursements, and current balance of funds of the PTO. The accounting records should be available for review by the other Executive Board members.

Disbursements: Disbursements by the PTO require a Check Request Form. Check Request Forms are available from and submitted to the Secretary-Treasurer. Two (2) authorized signatures shall be required on each Check Request Form. Authorized signers shall be the President, Vice President, and Secretary-Treasurer.

Reporting: The Secretary/Treasurer shall know the current balance of funds available at all General Membership meetings.

Dissolution: Upon dissolution of the PTO, any remaining funds should be used to pay any outstanding bills and/or given to Victory Christian School.

Commitments

No contract or commitment binding the PTO shall extend beyond the current school year. *Any individual signing a contract* on behalf of the PTO without the approval of the Executive Board will be held personally liable and responsible for any and all expenses incurred from any breach of the contract.

Policies and Procedures

Daily operation of the PTO will be in accordance with established Policies and Procedures. Members of the PTO shall review the current Policies and Procedures at the beginning of each school year. Any recommendations for changes to the Policies and Procedures shall be presented to the Executive Board.

Amendments: These Policies and Procedures may be amended at any General Meeting of the PTO by a two-thirds (2/3) vote of the members present, provided that notice of the proposed amendment has been given at least ten (10) days before the General Meeting.

