



CAMPBELL SCHOOL OF INNOVATION PARENT TEACHER ORGANIZATION PROCEDURE HANDBOOK (“PTO Handbook”)

The CSI PTO exists to promote the overall success of Campbell School of Innovation. The Mission of the PTO is to seek resources to strengthen, enhance and encourage the educational and social experience at CSI. The resources primarily will be directed toward educationally focused goals. The CSI PTO will be managed by the Executive Board, who will represent the bylaws with input from parents, students, staff and the community at large. Every parent and legal guardian of a student enrolled in CSI (K-8) is eligible as a PTO Member and welcome to participate. There are three types of PTO members— Executive Board Members, Appointed Positions & Committee Chairs and Non-elected General PTO Members.

I. PTO GENERAL POLICY

1. PTO General Meetings shall be held every month (to be decided by the Executive Board during the first meeting of the year). Meeting times may vary to accommodate different schedules with 7 days’ notice given to the general membership. The December meeting will be optional. PTO Executive Board Meetings will be held twice a month.
2. Attendance by all PTO Board Members is required at all PTO General Meetings, PTO Executive Board Meetings, as well as all Special Meetings, as called by the President or a majority of the PTO Board Members. If an Executive Board Member is unable to attend, they should provide a proxy to their Reporting Officer and notify the Secretary/Parliamentarian.
3. It is the responsibility of each PTO Executive Board Member to maintain a PTO Binder which should contain:

Bylaws, the Handbook, copies of financial documents, Treasurers Notes, Tax Exempt Letter, Check Request Form, names and contact information of all Executive Board Members, position’s past reports and all current years’ information (to be provided by the Secretary/Parliamentarian – may include digital files drive and e-mail accounts). The Reporting Officer will oversee the transfer of the PTO Binder at the May Transition Meeting or no later than May 31 (except for the Treasurer(s) which should be transferred at the end of the fiscal year in July). PTO Binders will be collected from the Committee Chairs at completion of their duties by the May PTO General Meeting. (Exceptions will be made due to when events are scheduled.)

4. All Committee Chairpersons shall submit an annual report to the Secretary/Parliamentarian upon completion of the committee duties or by the May meeting, a copy of which should be retained in the PTO Binder. A copy of the annual report should also be submitted to the President(s.)

5. If a Board Member will not be returning to their current position the following year, they are required to pass their PTO Binder on to their replacement at the May meeting, or no later than May 31 (except for the Treasurer(s) which should be transferred at the end of the fiscal year in July).

6. The Principal and the President(s) must review all printed documents and or distributions to the general PTO and/or school staff (i.e. school flyers).

7. The CSI PTO Publications may not be used as a vehicle to announce, endorse, or otherwise advertise any event, which is sponsored by a For Profit entity. The Publication may be used to announce programs, organizations events having a Not for Profit status that are of general interest to a significant number of parents and students of Campbell School of Innovation.

8. Vendors of commercial or retail nature, not benefiting the PTO or Campbell School of Innovation, shall not be allowed at PTO events.

9. Only Not for Profit groups or organizations whose membership consists of, or whose programs benefit a substantial enough number of, currently enrolled Campbell School of Innovation students, are eligible to participate in PTO sponsored events. Any such group or organization must seek approval from the Executive Board by presenting a written proposal and appearing in person before the Executive Board, if deemed necessary. Vendors of not for profit nature shall be allowed at PTO events, only if the PTO Executive Board has voted such permission. In addition, all Vendors must follow protocols as directed by the Treasurer and may not accept tips. Paid Vendors may not be affiliated with any of the PTO Executive Board Members.

10. Students must attend Campbell School of Innovation on a daily basis to be involved in PTO sponsored events. Exceptions are community and family related events.

11. Each dual Executive Board position would ideally be held by the incumbent member and a newly elected member.

II. DUTIES OF EXECUTIVE BOARD

The Executive Board makes up the voting members of the PTO. The Executive Board includes: President/Co-Presidents, Vice President, Treasurer/Co-Treasurers, Secretary/Parliamentarian, Director of Fundraising, Director of Programs, and Director of Communications.

A. President(s)

The President(s) shall be responsible for coordinating the work of the Executive Board. Serves as principal executive officer of the organization. Supervises and controls activities of the organization. Presides and participates in all executive and membership meetings.

The President shall:

1. Represent the PTO as requested and act as spokesperson for the PTO following the intent of the Bylaws and principles of the organization. When representing the PTO to the Principal, administration, or others will have at least one other applicable Executive Board member present. (Review specific duties detailed in the CSI PTO By-Laws)
2. Preside at Executive Board meetings, PTO General Meetings and special meetings.
3. Plan the agenda for all PTO General & Executive Board meetings.
4. Meet deadlines with all CUSD & Non-Profit Status requirements: bylaws, policy & procedure, tax exempt letter, tax forms, and not for profit renewal form.
5. Have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the PTO Handbook.
6. Monitor the implementation of the PTO Handbook.
7. Coordinate all activities of the PTO with the Principal of Campbell School of Innovation. Secure dates for all PTO events for the year with the Principal and the PTO Board prior the start of the school year, if possible. Dates should be given to the Vice President and Director of Communications for inclusion in the School publications and communications.
8. Maintain a PTO calendar of programs and school events for the entire year.
9. Oversee the weekly publications before their production and distribution.
10. Oversee the School Board Representatives. Report to the Executive Board and the general membership each month with issues directly affecting CSI.
11. Oversee the chairpersons of the appropriate PTO Committees with support of the Vice President and Directors. Obtain committee reports and provide status at Executive Board meetings and PTO General meetings and submit to the Vice President and/or Director of Communications.
12. Monitor the implementation of the PTO Binders for all appropriate Committees.

13. Review all printed materials pertaining to respective Committees prior distribution and submit for Principal final approval.
14. If contracts are required review with Committee Chairs and provide copies to the Executive Board.
15. Appoint any Special Committees as needed.
16. Manages non-financial (see Treasurer duties) PTO organizational accounts such as Articles of Incorporation, Statement of Information, Insurance, Liability, Federal & State Paperwork, etc.
17. Review with the Executive Board in May/June, the annual budget, to be submitted for approval in September each year.
18. Make a year-end report of activities, net profits, and accomplishments at the last General meeting of the year.
19. Annually appoint a third-party individual (i.e. Auditor) for review of the Treasurer's books with approval of the Executive Board with approval of the Executive Board.

B. Vice President

The Vice President acts as aide to the president and performs the president duties in the absence or inability of the president. Performs other delegated duties as assigned. Acts as the parent liaison to the CSI Community. Acts as the coordinator of directors, volunteers and committee chairs.

The Vice President shall be responsible for the following duties:

1. Represent the PTO as requested and act as spokesperson for the PTO following the intent of the Bylaws and principles of the organization. (Review specific duties detailed in the CSI PTO By-Laws)
2. Have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the Procedure Handbook of the PTO.
3. Promote and encourage engagement from the PTO Membership and volunteership.
4. Coordinate with the Directors to foster an inclusive environment and CSI community and General PTO member engagement in their activities.

5. Oversee the Directors and chairpersons of the appropriate PTO Committees. Obtain committee reports and provide status reports at Executive Board meetings and PTO General Meetings.
6. Monitor the implementation of the PTO Binders for all Executive Board members.
7. Manage email accounts, digital files drive, and administrative accounts in collaboration with the Treasurer, Secretary/Parliamentarian, and Director of Communications.
8. Manages non-financial (see Treasurer duties) PTO organizational accounts such as, Online Accounts (i.e. "csipto.info" Gmail, Zoom, Weebly.com), Website Domain, Website Platform, Google Drive, PTO Binders, etc.
9. Collaborate with the Room Coordinator Liaison to facilitate communication between the Faculty, Staff and the General Membership regarding pertinent PTO information.

C. Secretary/Parliamentarian

The Secretary/Parliamentarian keeps the minutes of the proceedings of the membership and executive board. Maintains all files of minutes, agendas and voting records. Manages the PTO Bylaws and ensures the bylaws are properly adhered to. Conducts delegated correspondence and performs other assigned duties.

The Secretary/Parliamentarian shall be responsible for the following duties:

1. Represent the PTO as requested and act as spokesperson for the PTO following the intent of the Bylaws and principles of the organization. (Review specific duties detailed in the CSI PTO By-Laws)
2. Have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the Procedure Handbook of the PTO.
3. Attend monthly Executive Board meetings and PTO General meetings. Be responsible for determining quorum and keeping accurate minutes at PTO General Meetings.
4. Prepare for General PTO meetings; notify all members of PTO General Meetings and dates and times; provide nametags, and minutes of previous meeting.
5. Keep a thorough and permanent log of attendance at each meeting.
6. Chair the Bylaws Committee.
7. Chair the Nominating Committee.

8. Oversee all correspondence of the organization.
9. Act as Historian for the PTO and maintain the PTO library.
10. Distribute updated Board position information to Board members throughout the school year.
11. Oversee the preparation, coordination, distribution, and compilation of the parent volunteer forms (including volunteer code of conduct and vendor guidelines), which provides a list of volunteers to the applicable committees of the PTO Executive Board and appropriate Board Members.
12. Appoint members to the Bylaws and PTO Handbook Committee every 2 years (more frequently if deemed necessary) to review the Bylaws and the Procedure Handbook.

D. Treasurer(s)

The Treasurer(s) shall be the principal accounting and financial officer(s). Receives all funds on behalf of the PTO as well as keep an accurate record of receipts and expenses. Pays bills and funding requests in a timely manner. In addition, he/she will prepare financial statements and serve as the financial advisor for all fundraisers and fund-disbursements. Collects and deposits PTO monies. Reports budget and account balance at monthly meetings. Works with the Executive Board to prepare a budget and ensure it is distributed to all Executive Board members in a timely manner. Ensures annual taxes are filed on time, including contacting a CPA as needed. The Treasurer should have a background in Accounting, Finance or a similar discipline.

The Treasurer(s) shall be responsible for the following duties:

1. Represent the PTO as requested and act as spokesperson for the PTO following the intent of the Bylaws and principles of the organization. (Review specific duties detailed in the CSI PTO By-Laws)
2. Have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the Procedure Handbook of the PTO.
3. Keep an accurate record of all deposits and disbursements; make timely bank deposits; keep receipts of all expenditures as well as canceled checks; provide cash receipts when appropriate; manage and balance all checking and saving accounts.
4. Arrange cash boxes and startup money for all PTO fundraising events. The Treasurer or a Designee and the Committee Chair or a Designee will complete a "Cash Box Log" at the beginning and ending of an event. The Treasurer or a Designee will take possession of all funds at the end of an event.

5. Coordinate with Committee Chairs to receive all funds coming into the PTO. The Treasurer and Committee Chair will complete a "Funds Received Log" whenever checks are transferred from the Committee Chair to the Treasurer for deposit into CSI PTO accounts.
6. The Treasurer, along with the President, shall review the committee budgets and recommend any adjustments. The Treasurer shall submit the final budget at the September PTO General Meeting.
7. Prepare a Treasurer's Report for all Executive Board and PTO General meetings. This report will include budgeted, current monthly, and actual year-to-date amounts of income and expenditures for all fundraising and committees, PTO projects and expenses, and special allocations.
8. Organize and prepare documentation for the fiscal year ending June 30th, and submit it to a neutral third party individual (i.e. Auditor) to be appointed by the President with approval from the Executive Board for review.
9. Ensure that the appropriate federal and state forms are filed annually. This includes preparing the annual tax return and not-for-profit renewal form to be filed with the state of California. Provide copies to the President (s) and Vice President for record keeping.
10. Manages financial PTO organizational accounts such as, Non-profit, tax-exempt status EIN (Federal Tax ID), IRS Form 990, Booster company (i.e. Parent Booster USA), etc.
11. On a monthly basis provide the President (s) and Vice President with digital copies of all monthly bank statements.
12. Review with the Executive Board all current suggestions for improved financial procedures for the CSI PTO. Present the report by the October PTO General Meeting.
13. Maintain a file of all financial records and tax returns for the previous 5 years.

E. Director of Fundraising

The Director of Fundraising acts as the administrator for all fund-raising activities. Maintains the annual plan for fundraising for the entire school year. Establishes an event procedure for each event. Develops, appoints chairpersons, organizes and helps execute any volunteer committees associated with any school fundraisers. Oversees and provides supervision and guidance to fundraising committees as they complete their necessary tasks.

The Director of Fundraising shall be responsible for the following duties:

1. Represent the PTO as requested and act as spokesperson for the PTO following the intent of the Bylaws and principles of the organization. (Review specific duties detailed in the CSI PTO By-Laws)
2. Have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the PTO Handbook.
3. Oversee the chairpersons of the PTO Fundraising Committees and all fundraising activities. Obtain committee reports and provide status reports at Executive Board meetings and PTO General meetings and submit to appropriate communications. Appoint a Chairperson and/or designate an event manager responsible for each major event.
4. Monitor the implementation of the PTO Binders for all Fundraising Committees.
5. Provide Vice President and President(s) with all documents pertaining to Fundraising activities/events for review and approval by President(s) and Principal before distribution to the General PTO and or school staff.
6. Collaborate with the Committee Chairs to review and execute all fundraising contracts and provide copies to the Executive Board.
7. At year-end, obtain financial reports from all fundraising chairs.

F. Director of Programs

The Director of Programs oversees and manages the community events of the PTO. Responsible for working closely with all parties involved in the event, including the event manager/chairpersons. Responsible for scheduling dates, in collaboration with the PTO Board, for all community events. Develops, appoints chairpersons, organizes and helps execute any volunteer committees associated with any community events.

The Director of Programs shall be responsible for the following duties:

1. Represent the PTO as requested and act as spokesperson for the PTO following the intent of the Bylaws and principles of the organization. (Review specific duties detailed in the CSI PTO By-Laws)
2. Have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the PTO Handbook.
3. Oversee the chairpersons of the PTO Programs/Service Committees and all program-related activities. Obtain committee reports and provide status reports at Executive Board meetings and PTO General meetings and submit to appropriate

communications. Appoint a Chairperson and/or designate an event manager responsible for each major event.

4. Monitor the implementation of the PTO Binders for all Committees.
5. Provide Vice President and President(s) with all documents pertaining to program activities/events for review and approval by President(s) and Principal before distribution to the General PTO and or school staff.
6. At year-end, obtain summary reports from all committee chairs.

G. Director of Communications

The Director of Communications provides collaborative support to the PTO by keeping all members informed of any fundraisers, programs, community events, or volunteer opportunities. Responsible for strengthening communication between the general PTO members, administration, teachers and community members about school and community events and oversees the CSI PTO newsletter, website and social media accounts. Responsible for ensuring all CSI PTO publications are approved through chairpersons and Principal, as appropriate. Develops, appoints chairpersons, organizes and helps execute any volunteer committees associated with any communication needs.

The Director of Communications shall be responsible for the following duties:

1. Represent the PTO as requested and act as spokesperson for the PTO following the intent of the Bylaws and principles of the organization. (Review specific duties detailed in the CSI PTO By-Laws)
2. Have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the PTO Handbook.
3. Oversee the chairpersons of the PTO Communication Channels/Service Committees and all communications-related activities. Obtain committee reports and provide status reports at Executive Board meetings and PTO General meetings. Appoint a Chairperson and/or designate an event manager responsible for each major event.
4. Collaborate with the Distance Learning Liaison to facilitate communication between the Faculty, Staff and the General Membership regarding pertinent PTO information.
5. Monitor the implementation of the PTO Binders for all Committees.

6. Provide Vice President and President(s) with all documents pertaining to communications for review and approval by President(s) and Principal before distribution to the General PTO and or school administration.

7. At year-end, maintain a guidance template for website management and online post format and submit a summary report to the Vice President and President(s).

III. PTO BOARD REPORTING STRUCTURE

The following PTO Board positions are categorized as either Fundraising Committees overseen by the Director of Fundraising or Service Committees overseen by the Director of Programs, Director of Communications, Vice President or President(s). The PTO Executive Board will determine the Fundraising and Service Committees. These chaired committees MAY include, but are not limited to:

A. Standing and Special Committees (Reporting to the President (s) and/or Vice President)

- Spirit Week
- Garden
- Field Trips
- Assemblies
- School Safe Routes/Parking/Traffic
- Class Funds
- Spirit Wear
- School Tours
- CASA/ Red Ribbon Week
- Student Led Morning Announcements
- Yard Duty Volunteers

B. Fundraising Committees (Reporting to Director of Fundraising and/or Vice President and President(s))

- Dining Out
- Online Fundraisers
- Auctions: Online, Live, Silent
- Catalog Fundraisers
- Walk-A-Thon
- School Wide Family Dance
- Community Night Out
- Movie Nights
- Adult Social
- Spring Festival
- Monthly After School Treats
- Gift Wrap
- Holiday Boutique

- Bake Sale
- Parent Party
- Passive Fundraising
- School Supplies
- Other Fundraisers

C. Program/Service Committees (Reporting to Director of Programs and/or Vice President and President(s))

- Box Tops, Amazon Smile, Community Discount Programs
- Spirit Wear, WAT Shirts
- Yearbook
- Playground Explorers
- Book Fair - Fall & Spring
- Science Night/Game Night
- Teacher Appreciation Week
- Cultural Arts
- Directory
- Field Day
- Fitness
- Family Fun Night
- Hospitality
- Lead Room Coordinators
- Reading Committee
- Welcome Back Family Night

D. Community/Service Committees (Reporting to Director of Communications and/or Vice President and President(s))

- Publicity/Marketing
- Technology
- Publications (i.e. "Howler")
- Website
- CampbellCare Liaison
- Social Media Platforms
- School Communication Apps
- Back to School/100 days/End of Year/Summer Socials
- General PTO Meetings
- Community Events
- Neighborhood Appreciation
- Campbell Community Outreach
- Volunteer Sign-Ups

E. Other Board-Related Positions:

- Room Coordinator Liaison: Acts as a liaison to the Room Coordinators and supports communication with Teachers and CSI Parents/Guardians (uptown, midtown, downtown). Reports directly to the Director of Communications and Vice President and/or President(s).
- Distance Learning Liaison: Acts as a liaison to the CSI Community that are enrolled in the Distance Learning program and supports communication with the Executive Board and Distance Learning CSI Parents/Guardians (uptown, midtown, downtown). Connects the CSI DL community with the CSI School. Reports directly to the Director of Communications and/or Vice President and President(s).
- Hospitality Coordinator: Acts as the CSI welcome committee, promotes general meeting engagement, manages Teacher Appreciation/Luncheons, Chats/Coffees, etc. Reports directly to the Director of Programs and/or Vice President and President(s).
- Chairs/Co-Chairs for Specific Events/Activities: Appointed by the Executive Board as needed. Responsible for creating/managing committees in collaboration with the Executive Board. Reports directly to the applicable Director and/or Vice President and President(s).
- Financial Secretary: Assists the Treasurer(s) with various financial tasks and duties. Reports to Treasurer(s)
- Assistant Secretary: Assists the Secretary/Parliamentarian with various secretarial tasks and duties. Reports to Secretary/Parliamentarian.
- Auditor: Unbiased, impartial, only audits, does not attend board meetings. Reports to President(s), Vice President and Secretary/Parliamentarian.

IV. FINANCIAL PROCEDURES

1. All check requests for expenses or reimbursements must be submitted to the Treasurer on CSI PTO Check Request Form. The PTO Board Member in charge of the activity must sign all forms. Receipts or copies of signed contracts must be attached to receive reimbursement.
2. All Check Request Forms must be submitted to the PTO Treasurer within 90 days from the time the money was spent. Any person who does not request such reimbursement within the 90-day period will be considered to have forfeited the right for repayment. Every attempt should be made to have all requests in by June 30th of that year.
3. When a bill or invoice is received from a vendor, it must be reviewed, signed and noted by the PTO Board Member responsible for the expenditure on the proper budget category in which it will be recorded. Bills coming directly to the Treasurer will be announced at PTO General Meetings.
4. At all PTO events where funds will be collected, there will be at least two money counters to sign off on all funds received.

5. After the June 30th year-end books are closed, an Auditor will be appointed by the President with approval of the Executive Board to examine the accounts. After being satisfied that the Annual Report of the Treasurer is correct, the individual will prepare a year-end report to be presented to the General Membership for acceptance at the October PTO General Meeting.

6. The PTO Executive Board must approve any program costing \$250.00 or more, which is to be paid out of PTO funds.

7. If monies are earned for a specific purpose (i.e. Fifth Grade Celebration) and go unused for 2 years, then the General PTO Membership will determine the use of the monies and take to a vote to execute the spend and or add, move or transfer to another PTO line item or account.

8. All donors should receive a thank you and documentation required to claim a tax deduction when donations are received. This documentation should be sent within 30 days of the event, but by January 31st of the following year. This should be done by the Treasurer and/or Secretary/Parliamentarian and Directors, as applicable.

a. Cash Donations: For all cash donations above \$250, the donor must have a written acknowledgement containing the nonprofit's name, the amount of the cash donation, the date of the donation and a statement that no goods or services were provided by the organization in return for the contribution, if that was the case.

b. Property Donations: For all noncash donations valued at \$250 or more, the donor must have a document or receipt that includes the name of the nonprofit, the date and location of the contribution, a reasonably detailed description of the property contributed, and a statement that no goods or services were provided in exchange for the contribution, if that was the case. Do not give an estimated value of the property; this is the responsibility of the donor.

c. Any auction should have a catalog listing a good faith estimate of the fair market value of the items that will be available for bidding (including item descriptions and any terms and conditions). Every purchaser who pays more than the estimated fair market value should receive a receipt stating the amount paid and the estimated fair market value of the item bought. Any items available for bidding that have not been bid on should be cataloged at the end of the auction and record of should be submitted to the Treasurer and President(s) for use in future auctions or other PTO fundraising activities/events. This record of donations should be maintained by the Director that oversees the event in conjunction with the event manager/chairperson.

V. GENERAL PTO MEETING GUIDELINES

All meetings with the Principal or other administrative staff to discuss PTO related business must have at least 2 Board members present and must report back to the rest of the PTO Executive Board at or by the next scheduled board OR general meeting, whichever comes first.

1. Conduct business one item at a time. Jumping around from one item to another can be confusing, and it generally delays progress on any of the items.
2. Let committees do their work. Your general meeting is to resolve the major issues. Save everybody's time by letting committees deal with the smaller details.
3. Don't allow crosstalk. Require all speakers to address the chairperson. This helps you keep control and ensures everyone will hear the business at hand.
4. Limit discussion to the topic at hand. Keep things focused, and don't be shy about asking speakers to deal only with the current topic.
5. Be an active listener. Show that you take a genuine interest in answering questions and considering new ideas by taking notes and asking follow-up questions.
6. Cut off discussion when it becomes redundant. For controversial issues, setting a time limit for each speaker can help. When discussion becomes circular, summarize the points on each side and ask for anything new—or shut off discussion by calling for a motion.

Distinct responsibilities come with being an Executive Board Member and/or Volunteer of a nonprofit organization. In your position, you have accepted an obligation to act in the best interests of the organization as a whole. All officers and members are expected to adhere carefully to the policies, goals and principles of the organization and to set an example of civic volunteerism.

VII. MOTIONS AND VOTING Guidelines

The CSI PTO shall follow guidance from the Secretary/Parliamentarian and generally adhere to the principles outlined in *Robert's Rules of Order Newly Revised [RONR (11th ed.)]*. Motions are statements that describe a proposed action or decision. The process of making motions ensures that no decision is accepted without the opportunity for discussion and a vote.

1. Typically, the motion making process progresses as follows:
 - A member of the group proposes a motion: "I move that...": Motions require that a second member of the group agrees to consider the proposal to ensure that the proposal is meaningful to more than one person.

- A member of the group chooses to second: “I second” or “I second for discussion”: if you want to be clear that you are not in support but want to entertain a conversation about the proposal.
- Without a second the motion will die.
- Once the group has had a chance to speak in favor or against the motion, the Chairperson will lead a vote.

2. Types of Motions:

- Main motion - A motion must be made and seconded to initiate discussion on an issue (a limited amount of discussion may be allowed at the discretion of the Chairperson prior to a motion being made). Motions are projected onto a screen for all to see before being voted on.
- Substitute motion - Used to propose an alternative action to the main motion. Up to one main and two substitute motions may be on the floor at one time. If a substitute motion passes, it does away with the prior motions. If it fails, the previous motion comes back up for consideration.
- Friendly amendments - These are editorial changes that may be allowed if nobody objects. However, any member may object and deny such requests.
- Call the question – A motion to end debate and vote on the motion at hand. If seconded and passed, the main motion is then voted on. If no second or fails, discussion continues. (The Chair can choose to end debate.)
- Motion to table - Non-debatable. If seconded, discussion ends and must be voted on immediately. A subsequent motion to take from the table is required to reopen discussion.
- Motion to reconsider – Can only be made by a member on the prevailing side of a previous vote. If seconded and passed, it rescinds the previous vote and brings the motion back for discussion.

3. Method of Voting:

The PTO Executive Board will generally use a voice vote to vote on items. In cases when a voice vote is not possible, the Board may use an e-mail vote or video conferencing vote which would be recorded by the Secretary/Parliamentarian. Voting Members may vote aye or nay, type aye or nay, or show of hands. Abstentions and proxy votes will be noted by the Secretary/Parliamentarian.

VII. PTO CODE OF CONDUCT

During your service to our organization and our community, we hope you will keep these principles in mind:

- Organizational goals before personal goals: Put the best interests of the entire program ahead of individual desires. We are here to serve all the children with quality programs.

- Don't complain about it, do something: Minimize complaints and pettiness. Look for ways to improve the organization rather than pointing fingers. Problem solve or seek solutions to find a way to say "Yes!".
- Speak up when you have questions or disagree but support the final decision of the organization: Once an issue has been discussed and decided, support it and defend it. We may make mistakes, but we do so in good faith with the best interests of all children at heart.
- Be a good ambassador. Look for opportunities to introduce yourself to parents new to our program. Ask for their comments and input and invite them to help. Be open to all parents. Address rumors and misunderstandings. Ask complainers to help out. By being open and communicating, we can head off misunderstandings. Avoid making personal statements related to the PTO or CSI on your personal social media accounts.
- Accept responsibility: Take on your share of the work. Do your best, ask for help and look for ways to improve prior practices. Accept blame graciously and give credit to your colleagues. Work together. Work with and communicate with the rest of the board, officers and volunteers. We need to restrain egos and share ideas and responsibility.
- Think broadly: Look at problems from an organization-wide perspective. Focus on the best interests of all the children. Look for ways to use older children to help younger ones. Look for ways to collaborate with other towns and other local organizations. Look for ways to draw on the expertise of our parents and community. Value and seek out the talent and opportunities from within our CSI community.
- Treat your colleagues respectfully: Give your colleagues the benefit of the doubt. They are volunteers just like you, doing their best to help build a quality program for our kids. Conflicts should focus on issues, not personalities or individuals. Courtesy goes a long way toward building harmony and cooperation. Be honest, transparent and open to communication.
- Know what's going on: If you have an older student, talk to the folks involved with the youngest kids. Go to our meetings and programs. Ask questions. Get answers. Keep your finger on the pulse of our organization. Talk to the teachers.
- Be altruistic: Volunteer to help a group even if your child is not affected. We all need to be willing to help each other for the best overall good of our children.

- Be respectful and kind: the CSI PTO does not tolerate racism, discrimination, or violence of any kind. We prioritize and value the diversity of our people and we're committed to fostering a culture where everyone feels they belong and has equal access to opportunities. When we see instances of racism or other forms of discrimination, wherever they may be, we will speak up and take action as necessary. We all have a responsibility to build a world of equal opportunities where no one is judged by the color of their skin, their sexuality, their gender, their disability or their religious beliefs.
- Periodically review the organization and its programs: Take a fresh look at how things are done. Don't be afraid to enlist new talent. Delegate! Teach them how things have been done in the past, but don't handcuff innovation and improvement.

Thank you for your commitment to our organization, and we look forward to working side-by-side with you for the interests of our kids! During your service to our organization and our community, we hope you will keep these principles in mind.

President: (s)Shaheen Kanchwala Date: 08/14/2020