

## UPPER ARLINGTON HIGH SCHOOL PTO POLICIES AND PROCEDURES

### ARTICLE I

#### Purpose

The Upper Arlington High School Parent Teacher Organization (“PTO”) sets forth this document as a description of the policies and procedures to be followed in order to conduct its business. The Code of Regulations (“Code”) and any applicable laws or regulations take precedence over this document in the event of a conflict.

### ARTICLE 2

#### Dues

Dues will be established by the Executive Board of the PTO. The PTO has determined that a sliding scale of membership categories will best accomplish the purpose of encouraging contributions by the membership. The current dues structure is:

Teacher/Staff Membership	\$15
Basic Membership	\$25
Bronze Bear Membership	\$50
Silver Bear Membership	\$75
Golden Bear Membership	\$100
Dream Bear Membership	\$300

Dues will be solicited in the registration materials distributed by the school in July, in the newsletter and in any other manner that becomes available. The membership drive will remain open all year. Dues will be subject to an annual review.

### ARTICLE 3

#### Meetings

Meetings of the general membership of the PTO will be held as needed to ensure that all the business that needs to be conducted is completed including budget approval, fund raising, mini grant updates and any other business that needs to be accomplished. Additionally, the Executive Board will strive to have meaningful speakers/topics for the benefit of the general membership. Meetings will be at locations or virtually to be scheduled by the President and the Secretary. The time and location will be determined and communicated to the membership via email or website

ten days prior to the meeting. The Superintendent of the Upper Arlington Schools will be invited to attend at least one meeting, preferably in the fall.

#### **ARTICLE 4**

##### **Corporate Records**

The PTO will maintain a copy of the corporate records in the Principal's Office at the high school or on a virtual site determined by the secretary and school administration. These records will include financial reports, minutes of all meetings as well any documents required by the Upper Arlington School Board, the State of Ohio or the federal government. The Internal Revenue Service ("IRS") requires that the tax form 990 be on file for at least three years. The Secretary will have the responsibility of maintaining and updating the corporate records as needed. In addition, the Treasurer will file the annual submission (due 90 days prior to the end of our June 30 fiscal year) with the IRS regarding our subordinate organizations. Following the election, the outgoing Treasurer will notify the statutory agent (Upper Arlington School District, Chief Financial Officer) of the change in officers. The Treasurer and Secretary will file their reports and minutes in an electronic manner containing records on a timely basis.

#### **ARTICLE 5**

##### **Presidents' Council**

The President of the PTO will serve as the leader of the President's Council for the UA School District. They will work with the school administration to schedule the Council's meetings, and will chair the meetings. The Council meets informally, without the Superintendent, three times a year to discuss matters of mutual interest, coordinate fundraising activities and share ideas. The President will communicate with and refer matters to the Superintendent so that information may be presented at the three Presidents' Council meetings held with the Superintendent. To the extent that the Presidents continue to encourage the Treasurers to meet together on an at least annual basis, the Treasurer of the UAHS PTO will communicate and facilitate this meeting. The UAHS President and Treasurer will both maintain phone numbers and e-mail addresses of the presidents and treasurers of the Upper Arlington PTOs.

#### **ARTICLE 6**

##### **Special Fund Account**

The PTO will maintain a "Special Fund Account" to be supplemented with additional funds as available. This fund is administered by the Treasurer, in consultation with the Executive Board. The purpose of the fund when it was created was to support students or families in special need of funds. The guidance counselors, if funds allow, will distribute to students or families who

meet this need. This donation will be at the discretion of the counselors. Every effort should be made to maintain the confidentiality of the recipients. The Executive Board has recommended funding only \$250.00 per year for this account.

**ARTICLE 7**  
Budget Meeting

Each year a meeting will be held to determine the budget to be presented to the membership for approval for the following year. This meeting will be attended by the outgoing Treasurer, the incoming Treasurer, the outgoing President, the incoming President and, if possible, the incoming Secretary and the Advisor. This meeting will be held following the conclusion of the fiscal year and in sufficient time to prepare a budget for submission at the first PTO meeting after the beginning of the fiscal year. If during the year the budget needs reduced it will be presented to the General Membership for a vote.

**ARTICLE 8**  
Nominations

Opportunities to submit nominations for Executive Officer positions shall be given to the membership electronically and/or in person. These nominations may be made for other members of the PTO or to self nominate. In the event that there are multiple people interested/nominated for a PTO Executive Board Position and the position cannot be easily determined, the President-elect will form a nominating committee to determine the slate for approval at a General Membership Meeting.

**ARTICLE 9**  
Mini-Grants

The PTO will include in its annual budget, if deemed necessary, a line item for mini-grants. The mini-grants will be awarded, after a majority vote by the Executive Board, to the UAHS Staff Member(s), also known as Applicant(s), who have applied for mini-grant funding. The President-Elect will be responsible for the mini-grant process, to include but not limited to: updating mini-grant letter and application forms, submitting to the Website Chair to execute necessary updates to UAHS PTO website, collecting complicated mini-grant application(s), obtaining supplemental information from Applicant(s) and verifying the appropriateness of the application, present all mini-grant information to the Executive Board for vote, communicate results with the Applicant(s) and verify funds have been released by PTO Treasurer and received by Applicant(s).

**ARTICLE 10**  
Committees

Every effort will be made to have a chair and/or co-chairs of each committee. All committees will report to the President or the Executive Board on the progress of their efforts. Any significant deviations from the approved budget will be brought to the attention of the Executive Board and approved in advance. Fundraising efforts by the PTO will follow any applicable district guidelines adopted by the Upper Arlington School Board. The chair of each committee will have the responsibility of creating, maintaining, or updating a notebook documenting the activities performed by the committee. Prior to the end of the fiscal year, each committee will provide the Executive Board with a financial summary and will make the notebook available to their successors.

**ARTICLE 11**  
Duties of Executive Board

**The President** shall perform duties that support the mission statement and objectives or assigned to the president by the Executive Board.

**President-elect** shall direct such activities as designated by the Executive Board.

- a. The President-elect shall chair the committee to review the By-Laws, policies and procedure every three years last done 06/2021.
- b. The President-elect shall be in charge of the mini-grants, including evaluating the grant, discussing with teachers, and reporting back to the PTO members.
- c. The President-elect shall perform duties that support the mission statement and objective or assigned by the Executive Board.

**Secretary**

- a. Shall keep an accurate record of all meetings.
- b. Deliver by electronic mail the transmission of the minutes of the previous Executive Board and general membership meetings prior to the next meeting to the respective parties.
- c. The secretary will keep the documents of the PTO in an organized manner.

**Treasurer and Treasurer Elect**

- a. The incoming and outgoing Treasurers and Presidents will review the annual budget and update it before the beginning of each school year. The budget will be presented for corrections, additions, and approval at the first general membership meeting of the fiscal year.
- b. The Treasurer shall present a statement of account at every general membership meeting and at other times when requested by the Executive Board, and shall make an annual report at the end of the fiscal year to be presented at the first Executive Board meeting in August or September of each year.
- c. An annual report of Corporation gifts to the Upper Arlington School shall be made to

the Board of Education following the end of the fiscal year and at the general membership meeting in August or September.

d. Financial records shall be made available for inspection upon request.

e. The Treasurer shall comply with any requests from the Treasurer of the Upper Arlington Board of Education. The Treasurer's accounts may be examined annually by an auditing committee of not less than two members of the Corporation to confirm that the Treasurer's report is correct. The members shall sign a statement of the fact at the end of the report.

f. Update the treasurer contact information at the Bank and or any other financial institution.

g. Update the State of Ohio Attorney General's Charitable Organization information each year and the State of Ohio Certificate which allows us the right to operate as a nonprofit every five years.

h. Update all tax exemption paperwork.

6.1.2021