

## Upper Arlington High School PTO Policies and Procedures for Vendor Interactions and Conflict of Interest Issues

The purpose of the following policies and procedures is to complement the Upper Arlington High School Parent Teacher Organization (PTO) Code of Regulations to prevent the personal interest of Executive Board Members (Officers), committee chairs, and other volunteers from interfering with the performance of their duties to the PTO, or result in personal, financial, professional, or political gain on the part of such persons at the expense of the PTO or UAHS parents, staff, supporters, and students.

*Definitions: Conflict of Interest* (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include volunteers, committee chairs, Officers/Executive Board Members of the PTO and will heretofore be called *Members*. *Board* means the Executive Board members. *Officer* means an officer of the Executive Board. *Organization* shall refer to any organization or business.

### Conflict of Interest Policies and Procedures

1. Full disclosure, by notice in writing, shall be made by all officers, committee chairs and volunteers (all considered *members*) to the Board in all conflicts of interest, including but not limited to the following:
  - a. An officer is related to another officer or staff member by blood, marriage or domestic partnership.
  - b. A Member or their organization stands to benefit from a transaction or a staff member of such organization receives payment from the PTO for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the Code of Regulations and board policy.
  - c. A special funding grant from the PTO is used to purchase a good or service from a Member's organization.
  - d. A Member of the PTO is a member of the governing body of a contributor to the PTO.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board shall determine whether a conflict of interest exists and, if so, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the PTO's best interests. Both votes shall be by a majority vote without counting the vote of any interested officer.
3. An interested Member shall not participate in any discussion or debate of the Board, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present Member.

4. Anyone in a position to make decisions about spending the PTO's resources (e.g., purchases, contracts, etc.), who also stands to benefit from that decision, has a duty to disclose that conflict as soon as it arises or becomes apparent. S/he should not participate in any final decisions.
5. A copy of this policy shall be given to all Members upon commencement of such person's relationship with the PTO or at the official adoption of stated policy. Each Member shall sign and date the policy and the "Conflict of Interest Disclosure Statement" at the beginning of her/his term of service and each year thereafter. Failure to sign does not nullify the policy.
6. This policy and signed disclosure statements must be filed annually by all Members, and will be retained for two years.

Vendor Interactions

1. The PTO Board will manage an open bid process every 2-3 years for any vendors from whom we purchase goods valuing over \$1,000.
  - a. Quotes will be requested in the spring so that the vendors will be established prior to the beginning of each school year.
  - b. Two to three quotes will be obtained for any purchases over \$1,000. Multiple purchases from the same vendor will qualify to be reviewed.
2. The district's Director of Communication (currently Karen Truett) will need to review and approve the use of the Upper Arlington school logos on any spirit wear, clothing or supply items to ensure appropriate usage. This request should be made in advance of ordering those items.
3. As a way to increase fundraising profits and purchasing power for the UAHS PTO, the board and any committee chairs will aim to work with other UA school PTOs to maximize buying power through volume discounts.

I have read and understand this document and agree to abide by this policy.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Role

\_\_\_\_\_

Date