

# **HASTINGS MIDDLE SCHOOL PTO POLICIES AND PROCEDURES**

## **ARTICLE I**

### Purpose

The Hastings Middle 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 after consultation with the Membership Committee. 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 \$10

Basic Membership \$25

Gold Membership \$50

Golden Bear Membership \$100

Dues will be solicited via the first school newsletter distributed, in subsequent PTO and school newsletters 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 PTO General Membership will be held twice yearly to ensure that all the business that needs to be conducted is completed including budget approval, candidate approval, 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. The HMS PTO Executive Board will conduct monthly meetings that could be held congruent to General Membership Meetings. Attendance to meetings could be in person or virtual. Meetings will be at locations to be scheduled by the President and the Secretary. The President will choose the time and provide notice of the time and location to the membership in accordance with the Code. The President will provide the schedule of Executive Board meetings

to the District in the Fall so that Superintendent(s) of the Upper Arlington Schools will be invited to attend.

#### **ARTICLE 4**

##### Corporate Records

The PTO will maintain a copy of the corporate records. These records will include monthly financial reports prepared for meetings, and minutes of all meetings as well as 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. Following election, the outgoing Treasurer will notify the statutory agent (currently the UASD CFO or any other agent determined by the UASD) of the change in officers. The Treasurer and Secretary will file their reports and minutes in the notebook containing records on a timely basis.

#### **ARTICLE 5**

##### Presidents’ Council

The President(s) of the Hastings PTO President will serve as member of the President’s Council for the UA School District. The Hastings Treasurer(s) will participate in the annual District Treasurers meeting.

#### **ARTICLE 6**

##### Special Outreach Fund Account

The PTO will maintain a “Special Outreach Fund Account” to be supplemented with additional funds as available. This fund is administered by the Treasurers, 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 approach the Treasurer or President with requests for funds from this account. Every effort is made to maintain the confidentiality of the recipients and to respond quickly to a request for funds. The PTO should regularly contribute new funds to this account when it is financially feasible and/or solicit private donations designated for this Outreach Fund. The Executive Board has recommended funding approximately \$250.00 per year out of this account.

## **ARTICLE 7**

### Budget Meeting

Each year a proposed temporary budget will be presented in May for approval at the General Membership meeting for the following year. A 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 in August, after the beginning of the fiscal year. This meeting will be attended by the outgoing Treasurer(s), the incoming Treasurer(s), the outgoing President, the incoming President, the incoming President-Elect and, if possible, the incoming Secretary.

## **ARTICLE 8**

### Nominating Committee

A Nominating Committee is recommended to be formed to advise the Executive Board on a slate of officers to be presented each year. This Committee will be led by the President Elect. It is recommended to find 3 or 5 PTO members to volunteer to serve on this committee. Every effort should be made to find volunteers with students in each grade level that represents the diverse community at Hastings and as broad of a spectrum of interests as possible. This committee will meet with the Executive Board as set forth in the Code of Regulations and suggest members to be contacted to fill officer positions. This committee will meet in the Spring, following the publication in the newsletter and announcements at meetings that the slate of new officers is being considered so that interested members can self-nominate. The committee will consider self-nominations, if any, and will consider other candidates of their selection.

## **ARTICLE 9**

### Mini-Grants

The PTO will include in its annual budget a line item for mini-grants. The mini-grants will be awarded, after a majority vote by the Executive Board, to the HMS Staff Member(s), also known as Applicant(s), who have applied for mini-grant funding. The President or 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 Committee Chair to execute necessary updates to HMS 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 co-chair 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 and co-chair of each committee will have the responsibility of creating, maintaining or updating electronic records documenting the activities performed by the committee. This committee will submit copies of financial transactions to the Treasurer(s).