

## King PTO Operating Policies

### I. The Organization

- A. Purpose:** The purpose of this corporation shall be to further and promote the education of children attending the Martin Luther King, Jr. Elementary School ("King School"). This shall include:
1. Providing an equitable environment for promoting intellectual, physical, social, and emotional well being of the children of King School.
  2. Providing opportunities for working jointly with others in the educational training and development of children within the school.
  3. Providing a forum for discussion of issues pertaining to the school and the community.
  4. Providing opportunities to enhance the spirit of cooperation between parents and teachers.
  5. Doing anything reasonably in furtherance of, or incidental to, the foregoing.
- B. Annual Contribution:** Each year the PTO asks families to make a contribution to support the programs outlined in the PTO expense budget. All King parents are automatically members of the PTO and can vote on PTO decisions regardless of whether or not they make a contribution.
- C. Tax Status:** The King PTO is incorporated in the State of Michigan as a nonprofit organization and recognized by the U.S. Internal Revenue Service as a 501c3, federally tax exempt nonprofit. All donations to the PTO are tax deductible. With regard to goods and services purchased to support the King PTO's fundraising efforts, a donation is defined by the IRS as any portion of a purchase that exceeds the market value of the purchase. The King PTO follows the guidelines set out by the IRS and State of Michigan regarding soliciting and acknowledging donations.
- D. Insurance:** The King PTO will maintain general liability, directors and officers' liability, and bond insurance in a coverage amount agreed upon each year as part of the budget process. In the event a deductible expense is incurred, the PTO will fund it out of its operating reserves. The Ann Arbor Public Schools District provides limited general liability coverage to PTO-sponsored events only with the District or Principal's approval. It is recommended that this approval be documented in an agreement and/or PTO minutes. It should be noted that the District encourages all PTOs to carry their own insurance.

### II. Operating Policies

- A. By-laws:** Rules of governance submitted to the State of Michigan for purposes of incorporation.

**B. Operating Policies:** A mechanism for guiding the organization and ensuring communication of its policies to the school community. These Operating Policies and any changes are approved by the PTO membership through its standard decision-making process. As part of these policies, the PTO maintains a list of all committees and their chairpersons to help inform the entire parent membership of the PTO structure and opportunities for involvement. Access to operating policies and committees are available from the PTO web site and via request to the PTO Secretary. The PTO will make King families aware of the availability of these documents each year prior to the September PTO meeting.

### III. **PTO Structure**

- A. Members:** All parents and guardians of King School students and all school faculty shall automatically be members of King PTO. All members are entitled to one vote on any issue before a general membership meeting of the PTO. The vote will be decided by a majority of the members present at a given meeting.
- B. Executive Board:** The Executive Board consists of the following officers; President, Vice-President, Secretary, and Treasurer. Officer positions can be shared between two individuals, if desired. The school Principal, or his/her designee, is a voting member of the Executive Board. One person may shall not serve simultaneously as President and Treasurer. Terms for all positions is 1 year, ending in June. Executive Board Members may serve a total of four years as an officer.
- C. Board Member Nominations and Elections:** Each spring, when a Board Member's term is ending, King parents will be informed through the PTO email newsletter of upcoming vacancies on the Board. The Executive Board shall nominate a slate of officers and board members one month prior to the election at the general membership meeting. The proposed slate will be published and circulated to the membership prior to the election at the general membership meeting. Nominations can be made from the floor at the meeting. The nominee must consent to the nomination. The recruitment of Executive Board Members should cast as broad a net as possible.
- D. PTO Committees:** The PTO has numerous Committees focused on aspects of fundraising, community building, and communications. Committee Chairs or Co-Chairs are individuals who volunteer and are appointed by the Executive Board. Whenever possible, individuals who have served as volunteers on the committee are encouraged to become Committee Chairs. New Committees can be created at the initiative of any King parent or staff member with the ratification of the PTO at one of its general meetings. Proposals for new committees should be submitted to the Executive Board. The roster of Committee Chairs may include: Volunteer Coordinator, Teacher Appreciation

Chair, School Improvement Team Liaison, PTO Council Representative, Grade Level Representatives, Teacher Representatives, Community Action Chair, and Event Chairs. One person may serve in more than one position. Committee Chairs may serve up to 4 consecutive 1-year terms. Chairpersons appointed by the Executive Board shall:

1. be responsible for forming their own committees from the membership;
2. at the conclusion of their project, submit written reports stating money taken in, expenditures, details of planning activities along with a list of committee members;
3. turn over all monies collected to the Treasurer on a timely basis.

- E. Removal:** A PTO Officer can be removed from office for failure to fulfill his/her duties by a majority vote of the Executive Board.
- F. Vacancy:** Vacancies that may occur throughout the year due to resignation, attrition or other reasons, may be filled by a majority vote by the Executive Board at the next scheduled board meeting. The appointed individual shall serve until the expiration of the term he or she has been appointed to fill. At such time, that person shall be eligible to be elected to that same post or any other post on the Board, as though he or she had not been appointed to a partial term. Filling of a vacant position shall be at the discretion of the Board and not subject to the provisions of nomination.
- G. Volunteers:** All King parents, guardians, and school faculty are encouraged to volunteer and participate in the variety of school and community-based activities throughout the year. Volunteer opportunities are one-time or ongoing, large or small, leadership or implementation. See the list of committees and their descriptions for more information.
- H. Volunteer Recruitment:** In September, the King School Information Packet is distributed to all parents and guardians. The PTO puts an information sheet in that packet referencing a link to a description of volunteer opportunities and a sign up sheet. Additional recruitment efforts include, but are not limited to, activities such as Committee sign up sheets at the first PTO meeting, and other community events. At the first PTO meeting of the year, the agenda will include an opportunity for parents to learn more about each of the committees, which committees are still in need of chairpersons, and which committees need more volunteers.

#### **IV. Decision Making**

- A. Notification of PTO Decisions for Vote:** Prior to a decision on any major issue, all parents are notified of the agenda and proposals via the PTO email newsletter, a flier in student Friday folders, and/or via email in advance of the meeting. The PTO strives to notify parents of

all issues up for consideration and decision. However, from time to time, smaller issues arise during meetings that require a decision and votes will be held as necessary. A major decision requiring advance parent notification is defined as any issue regarding:

1. PTO budget approval
2. Selection of PTO leaders
3. Changes in PTO priorities
4. Changes in PTO Operating Policies.

- B. Voting:** All parents are encouraged to exercise their right to vote on any and all PTO decisions. Decisions on PTO business are made at the monthly PTO meetings by a vote of those attending the meetings. In the event that no consensus can be reached, a majority vote is required for decisions. Because proposals are often revised as a result of the exchange and discussions held at meetings, PTO members cannot vote via email ahead of the meeting but must be present to formally cast a vote. Absentee and proxy votes are not allowed. Members who are unable to attend shall be encouraged to communicate their opinions on all proposals to the Executive Board by email or letter. The Executive Board will communicate these viewpoints during the meeting. Three members of the Executive Board present and voting constitute a quorum for the purpose of voting and conducting business. For pressing matters that must be resolved before the next general meeting, a quorum can exist and voting can take place via e-mail.
- C. Notification of PTO Decisions:** The entire minutes to each PTO meeting as recorded by the Secretary is posted on the PTO website. Key decisions are reported back to parents via the PTO newsletter. Any member can contact the Secretary for a full copy of the minutes.

## **V. PTO Meetings**

- A. Purpose:** General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. All meetings are open to all members. PTO meetings have two purposes:
1. To conduct PTO business and make decisions regarding the PTO and its work.
  2. To educate parents about various education-related issues impacting their children.
- B. Meeting Schedule:** The PTO meets no more than monthly between September and June (typically between 5-8 times per school year). Meetings are typically scheduled in the early evenings but may be scheduled at various times outside of school hours to encourage broader attendance. The Executive Board and the Principal set the schedule at the beginning of the year. The initial schedule and any updates or changes are published on the PTO website calendar. The following are a standard part of the annual PTO meeting cycle:

1. **September/October:** Approve PTO budget for the year, committee volunteer recruitment, recruitment of any Committee Chair vacancies.
2. **May/June:** Election of PTO leadership, recruitment of Committee Chairs, and review of draft budget for the coming school year.
3. **June:** Review year end budget

C. **Agenda:** The PTO meeting agenda is set by the PTO Executive Board. The PTO endeavors to include invited guest or program presentations (e.g. literacy, nonprofits) from time to time. Topics for the agenda are chosen based on issues and events happening at and around the school. Agenda items and ideas from members are welcome and should be referred to the Executive Board. At every meeting, time is set aside for open discussion and ideas that come up during the meeting. The agenda is publicized to the King community in advance of the meeting when possible.

D. **Cancellation of Meetings:** In case of bad weather or another emergency on the day of a scheduled PTO meeting, the PTO President will confer with the Principal and make a decision before the end of the school day. Any decision to cancel will be posted at the school on the PTO's website and be broadcasted via the all-school parent email list.

## VI. PTO Budget

- A. **Fiscal Year:** The fiscal year of the PTO begins August 1 and ends July 31 of the following year.
- B. **Budget Cycle:** The PTO raises money each year intended for use for the following year's expenses, enabling predictable budget planning for the year.
- C. **Budget Development:** The Treasurer drafts an initial proposal for the next year's budget in the spring, with input from the PTO Executive Board. Committee Chairs seeking an increase in their budget line item for the coming year should submit their request to the PTO Executive Board by the end of April.
- D. **Budget Approval:** The PTO budget direction is typically reviewed with the PTO in September and a final proposal presented to the PTO at its annual budget meeting in October for review, revision, and a vote of approval. The proposed budget will be made available with the agenda ahead of time to all members via the King PTO website.
- E. **Budget Amendments:** Any amendments to the budget are made by a vote of the PTO membership at one of its regular meetings.

## VII. Fiscal Oversight

- A. **Spending of Funds:** Funds can only be spent within the parameters of the approved PTO budget. The Principal, Committee Chairs, or Executive Board Members provide written authorization to spend funds and the Treasurer cuts and signs checks.

- B. Authorization to Spend:** Checks are only cut with the written authorization of either the Principal (discretionary fund), Committee Chair (committee line items), President, or Treasurer. A written check request must be completed indicating what line item the check is to be taken from and who authorized it. No blank checks will be issued. Receipts, invoices, or other documentation should also be attached. The King PTO is in compliance with the guidelines set out by the State of Michigan and Internal Revenue Service regarding tax status. In order to facilitate the timely conduct of business, the PTO Executive Board is empowered to authorize the spending on non-budgeted expenses of up to, but not more than \$500, for any given item or activity without requiring a vote for the PTO as a whole.
- C. Check Signing:** The Treasurer cuts and signs checks. The President is also listed as a signer on the account.
- D. Cash:** When a cash bank is needed for a fundraising event, a check is written to cash along with written authorization. After the event, cash for the same amount is then re-deposited on a separate deposit slip to provide a paper trail.
- E. Banking:** All funds shall be kept in a checking account and/or a savings/money market account in the name of King PTO requiring two signatures of the Executive Board and held at a local financial institution.
- F. Reporting:** All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report financial activity monthly. The PTO shall arrange an independent review of its financial records each year.
- G. Ending Balance:** The organization shall leave an amount equal to or greater than one third of the current year's operating budget in the treasury at the end of each fiscal year to provide initial working capital for the following school year.
- H. Contracts:** Authority to sign contracts is limited to the President or the President's designee.