UPPER ARLINGTON PARENT TEACHER ORGANIZATION BYLAWS
Revised April 2025

Article I. Name of organization

Upper Arlington High School Parent Teacher Organization, also referred to as UAHS PTO

Location of organization

1625 Zollinger Road, Upper Arlington, Ohio 43221

Article II. Purpose of organization

The UAHS PTO will be comprised of a strong group of dedicated parents who plan events and fundraisers that help to support students' educational experiences and foster a strong community at Upper Arlington High School.

This organization shall be noncommercial, nonsectarian, and nonpartisan. No candidate for public office and no issue unrelated to school function submitted to the public for vote shall be endorsed by it or given support. The organization may choose to support or not support school-related issues.

This organization recognizes the authority of the school administration in directing and controlling school policies and activities.

The organization may cooperate with other agencies active in education provided that the representative of the organization makes no commitments that binds the UAHS PTO without approval of the UAHS PTO Board.

The organization, acting as a non-profit, may not financially support another non-profit organization using funds received from donations.

Article III. Membership

The purpose of UAHS PTO membership is to gather individuals to engage and further the mission of the UAHS PTO. There are no dues needed to become a PTO member. The UAHS PTO is open to parent and guardians of students and the staff of Upper Arlington High School and are welcome to attend monthly UAHS PTO meetings and hold an office or committee chair.

In lieu of dues, the UAHS PTO will encourage contributions through donations following the current structure:

Teacher/staff donation:	$15
Bear family	$25
Black level	$50
Gold level	$100+
Custom donation	open amount

These optional donations will be solicited through the UAHS PTO newsletter, on the website, through social media, and any other manner that becomes available and deems appropriate.

Article IV. UAHS PTO officers and committees

Section 1. Executive board and committee chairs

The UAHS PTO should consist of the officers and the chairpersons of the committees.

The current UAHS PTO officers and committees, as of January 2025, include the following:

Executive board:

- President
- President Elect
- Past President
- Treasurer
- Treasurer Elect
- Secretary
- Member at large (past Treasurer)

Voting members:

- President
- President Elect
- Treasurer
- Treasurer Elect
- Secretary

Committees:

- DEI / Excellence and Engagement
- Fundraising / Bears Dine Out
- Social media
- Staff appreciation
- Student appreciation
- Parent appreciation
- New student lunch
- Resource officer engagement
- Scholarships
- Shred it day
- Website

Section 2. Duties

The overall duties of the UAHS PTO board shall be:

- To transact necessary business of the organization
- To approve the plans or work for the standing committees
- To investigate and recommend new initiatives
- To be responsible for fiscal management in accordance with objectives
- To approve all bills and expenditures
- To select members for nominations

President

The President will serve as the leader of the Upper Arlington Schools PTO Council of Presidents and attend Council of Presidents meetings held quarterly with the Upper Arlington School District and Superintendent three times a year to discuss matters of mutual interest, coordinate activities and share concerns. The President will communicate with the Superintendent so that information may be presented at the three formal meetings.

The President shall preside at all meetings of the UAHS PTO, shall be a member ex-officio of all committees and shall perform other duties as may be assigned to the President by the UAHS PTO board. The President has the authority to authorize emergency expenditures up to $100.

President Elect

The President Elect shall act as an aide to the President and shall perform duties in the absence of the President. The President Elect shall chair the committee for review of the Bylaws every four years. Bylaws shall be approved by a vote of the executive board and then shared at the general meeting. Any member of the UAHS PTO can propose an amendment of the Bylaws at any time and must receive a majority vote to be amended.

Secretary

The secretary shall keep accurate record of all meetings and distribute minutes of the previous meeting to all members of the UAHS PTO board prior to the next meeting.

Treasurer / Treasurer Elect

The Treasurer/ Treasurer Elect shall serve a term of two consecutive years, one as Treasurer Elect and second as Treasurer. Separate roles provide financial checks and balances with the Treasurer writing checks and the Treasurer Elect depositing money for the PTO. These roles provide an accurate record of receipts and expenditures authorized by the PTO. Monthly bank reconciliations shall be presented to and reviewed by the PTO Board and presented at the general PTO meetings.

The Treasurer shall pay all outgoing funds authorized by the UAHS PTO Board via debit card or check. The debit card shall be in the name of the Treasurer and maintained in his/her possession. Checks shall be written by the Treasurer for all operating expenditures including mini grants. All checks shall be signed by the President or President Elect for checks and balances of supporting documentation. The Treasurer will update the State of Ohio Attorney General Charitable Giving information each year, the State of Ohio Certificate every five (5) years, update all tax exemption paperwork and file annual 990 Taxes. The Treasurer shall comply with any requests from the Upper Arlington Board of Education and financial transactions may be examined annually by an auditing committee.

The Treasurer Elect will deposit all monies received by the UAHS PTO in the bank designated by the PTO Board located in Upper Arlington.

The incoming Treasurer and Treasurer Elect, along with the incoming President, will work with the outgoing treasurer and President to review the annual budget and update it prior to the start of the school year.

Members of the UAHS PTO board and committees shall serve until the close of the fiscal year.

Section 3. Eligibility

To be a member of the executive board, you must be a parent or legal guardian of a current student of Upper Arlington High School. If there is a committee vacancy that needs filled and there is not a current parent/guardian available, the UAHS PTO board may vote a past parent/guardian to chair a committee.

Section 4. Term length

The term of executive board members shall be for one year and not more than two consecutive terms in the same capacity, unless there is no other candidate, and the current office accepts and is voted in by the UAHS PTO board. Members of the UAHS PTO executive board and committees shall serve until the close of the fiscal year.

Section 5. Vacancies

A vacancy occurring in an office shall be filled by a majority vote of the remaining members of the UAHS PTO board. In case a vacancy occurs in the office of the President, the President Elect shall automatically assume the office of President.

Section 6. Nominations

A slate of officers shall be presented in the month of April by the President to the executive board and be voted on in the month of May at the general UAHS PTO meeting. Nominations for board members or committee chairs must be parents or guardians of a UAHS student. Nominations may be made for others or be self-nominations. The executive board and committee chair slate will be voted on at the May general meeting. If not, all positions are filled, a vote may take place throughout the year in order to fill vacancies. Officers assume their official duties at the close of the fiscal year

Article V. Meetings and voting

The executive board will meet once a month, at least six time per school year, prior to the general meeting, either in person or virtually as designated by the President. The purpose of the executive board meetings is to discuss upcoming UAHS PTO events, financial standings, mini-grant submissions and any other concerns brought to the committee. Issues that require a vote must receive majority vote (3 of 5) to pass. Secretary will record meeting notes which will be made available upon request.

Any issues that arise between meetings that calls for an immediate decision may be authorized without a meeting and in writing, via email or text to voting members. The outcome of the vote will be then noted in the next meeting minutes.

General meetings will take place the second Tuesday of every month, at least six times throughout the school year. These meetings are to be held at the Upper Arlington High School and are open to any parent/legal guardian of a student, and staff member of UAHS. Secretary will record meeting notes which will be made available upon request.

Article VI. Fiscal year and finances

The UAHS PTO fiscal year will run July 1 – June 30. The budget will be presented in August to the UAHS PTO board for approval. Changes to the annual budget after August will need to be presented and voted on by the executive board. Any changes and voting outcomes will be noted in the meeting minutes by the secretary.

The Treasurer will provide a monthly report (statement of account) at every executive board meeting and general UAHS PTO meeting. Financial records will be made available at any time throughout the year, upon request.

Section 1. Fundraising

Fundraising efforts by the UAHS PTO will follow any applicable district guidelines adopted by the Upper Arlington School Board and approved in advance by the UAHS PTO board. Fundraising efforts will include, but aren't limited to, the following:

- Direct donations to the UAHS PTO, formerly known as the membership drive
- Bears Dine Out donations, sponsorships and ticket purchases
- Shred it day donations
- Donations to a specific UAHS PTO initiative or project

Prior to the end of the fiscal year, each committee will provide the UAHS PTO board with a financial summary and provide notes to be available to their successor.

Section 2. Mini Grants

The UAHS PTO will include a budget line item for mini grants each year. These grants shall be awarded after a majority vote of UAHS PTO board on a rolling basis as they are submitted and based on available funds. Applications will be submitted to the UAHS PTO email, and the President will be responsible for distributing applications to the staff at the beginning of the school year, collecting the completed applications and putting in front of the UAHS PTO board for discussion and approval. The UAHS PTO board is authorized to approve expenditures not exceeding $500 without obtaining approval of the organization at a general meeting. The President and/or Treasurer will communicate the results of the vote to the applicant and arrange payment.

Section 3. Scholarships

Currently the UAHS PTO awards two $1000 scholarships each year, the Kip Greenhill Award and the Pat Stewart Award. UAHS students who have been accepted to a post high school program may apply. The UAHS PTO scholarship committee is made up of 3-4 parents and 2 UAHS staff members. Senior parents are not able to serve on the committee. All applicants are to remain anonymous until the winners have been chosen. The PTO President will present the winners with the award and include information regarding the distribution of the money to their post high school program at the Senior Awards Program.

Section 4. Budget balance

The treasurer will keep a reserve for the UAHS PTO to allow financial coverage for one school year. Every effort will be made to utilize excess income funds during the school year in which those funds were obtained. The use of these funds will be discussed by the UAHS PTO board. Once a decision of what to do with excess funds has been made, a recommendation shall be made to the general UAHS PTO and put to vote. A majority vote is needed to pass.

Amendments

A committee of no less than the five members of the UAHS PTO board shall review the UAHS PTO Bylaws every four years. Bylaws are approved by a vote of the executive board and then shared at the general meeting. Any member of the UAHS PTO can propose an amendment of the bylaws, in whole or in part, at any time. The UAHS PTO board shall review the proposed amendments which must receive a majority vote to be amended.