

BY-LAWS

PLEASANT GROVE ELEMENTARY P.T.O.

(Approved 9/5/23)

ARTICLE I: NAME

Section 1. The name of this organization shall be Pleasant Grove Elementary Parent Teacher Organization, hereafter called the Pleasant Grove P.T.O.

ARTICLE II: PURPOSE

Section 1. The Pleasant Grove P.T.O. shall serve as a liaison between the home and school, while creating a safe, caring, and conducive learning environment. This organization shall enhance educational opportunities through fundraising, sponsoring special activities, and volunteering.

ARTICLE III: POLICIES

Section 1. The Pleasant Grove P.T.O. is independent of other Parent Teacher Associations and Organizations but may be cooperative with other organizations.

Section 2. The Fiscal year shall coordinate with the school year, running from July 1st thru June 30th.

Section 3. The Treasurer will open monthly bank statement and review contents, then initial and date. Bank statements will then be forwarded to Secretary for review.

Section 4. Any and all Pleasant Grove P.T.O. funds collected during any fund-raiser or school activity should remain at Pleasant Grove until it can be counted and documented by the committee chairperson, recounted, verified and deposited by the Treasurer. Money and checks should be kept in the school vault in a marked container by event.

Section 5. All checks received by Pleasant Grove P.T.O. for payment of any kind shall be deposited within 30 days of receipt. The committee chairperson is responsible to let the Treasurer know when there are funds to be deposited. Second signature is required on all checks.

Section 6. All receipts for reimbursement should be attached to the proper form, have the committee chairperson's name, and be submitted for reimbursement no later than 30 days after the close of the event.

Section 7. The Treasurer and if necessary, the President and Vice President shall have access to a debit card issued from the PTO's financial institution. No ATM transactions shall be permitted

using the debit card. Anytime the debit card is used receipts must be provided to the Treasurer, documented on the receipt what the transaction was for, and filed with the PTO's financial records.

Section 8. Only the President, Vice President, Treasurer, and Co-Treasurer can make bank withdrawals and deposits which is documented on file at the bank. Deposit slips must be given to Treasurer within 48 hours of transaction.

Section 9. Committee Chairs and Member-At-Large can only make bank deposits.

Section 10. All receipts for reimbursement must be submitted within the current school year unless pre-approved by the Pleasant Grove P.T.O. Treasurer and/or Pleasant Grove P.T.O. President.

Section 11. Each executive board member will be allowed to approve up to \$50 spending amount without approval from the executive board once per fiscal year (July 1st-June 30th). After that any additional spending amounts must be approved by the executive board.

Section 12. The Board shall approve all expenses of the organization.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1. Any person who is a parent of a child in Pleasant Grove Elementary, Legal Guardian, member of the faculty of Pleasant Grove Elementary, or a resident of White River Township and any person who will uphold these policies and subscribe to these by-laws may become a member with voting and office holding privileges.

Section 2. Anyone considering a position on the Executive Board must either serve on a Committee and/or consistently attend PGES PTO meetings and volunteer at PTO sponsored events.

Section 3. Any non-employee that has a background check on file which is good for two years.

Section 4. The amount of annual dues, if applicable, shall be determined by a majority vote of the executive board.

Section 5. The by-laws will be made available during Pleasant Grove P.T.O. meetings, and on the PGES P.T.O. tab located on the school's homepage.

ARTICLE V: OFFICERS AND THEIR ELECTIONS

Section 1. The officers of this organization shall be a President, Vice-President, Secretary, Co-Treasurer, Treasurer, and Member At Large. These officers shall be elected annually.

Section 2. Nomination of officers shall be accepted by any member of the Pleasant Grove P.T.O. The consent of each candidate must be obtained before their name is submitted for nomination. Additional nominations may be made from the floor provided the consent of each candidate has been obtained before their name is submitted for nomination. When more than one name has been nominated for an executive position, then a silent vote shall be taken at the board meeting. Votes are counted by the President and Principal.

Section 3. No member shall hold more than one executive office during any one term.

Section 4. Should a vacancy occur in an executive office the following procedure will be followed. First, all members of the Pleasant Grove P.T.O. shall be notified of the executive office opening. Second, nominations will be taken at the next regular monthly board meeting. A vote will be taken to elect the new officer. If a position cannot be fulfilled, the duties will be filled by other executive board members until a new member is voted into the position.

Section 5. The term of office for each elected officer shall be one, one-year term. The member present shall elect officers at the May meeting of the Pleasant Grove P.T.O.

Section 6. In order to be elected President, it is preferred that he/she have served on the executive board for at least one year.

Section 7. Nomination of new officers shall be held at the April meeting.

Section 8. Installation of new officers shall be at the May meeting

ARTICLE VI: DUTIES OF OFFICERS

Section 1. Elected officers of Pleasant Grove P.T.O. shall be President, Vice President, Secretary, Treasurer, Co-Treasurer, and Member At Large.

Section 2. Any Co positions added shall be approved by the executive board.

Section 3. No more than two Member At Large shall serve on the executive board.

Section 4. Principal: The Principal shall serve as an ad-hoc member of the Pleasant Grove P.T.O. board. He/she shall serve as a liaison between the school district and the Board. He/she shall be an authorized signatory for all PTO checks, contracts, and other documents.

Section 5. *President:* The President shall preside at all meetings of the organization and the executive committee. He or she shall be a member ex-officio of all committees. The President shall be responsible for, but not limited to, the following tasks:

- Shall serve as leader and key contact for the P.T.O.
- Coordinate the work of the officers and committees so that the P.T.O.'s

objectives can be met.

- Chair and oversee P.T.O. nominations process.
- Ensure all committees has a chairperson to be in charge of the committee.
If there is an open position, the President or Vice President can fill in that role unless a vote determines the event or committee is not going to take place.
this may include running an entire event.
- Communicate with office staff regarding email blasts to parents/guardians.
- Post P.T.O. info on various social sites; i.e. PTO Facebook Page, or other social media pages.
- Overseeing that all other board positions are executed according to stated By-laws.
- Be responsible for other duties assigned.
- Serve as an authorized signatory of all P.T.O. checks.
- Can make bank deposits or withdrawals.

Section 6. Vice President: The Vice-President shall act as aide to the President and perform the duties of the President in his or her absence. The Vice-President shall oversee all activities of each P.T.O. Standing Committee. The Vice-President shall be responsible for, but not limited to, the following tasks:

- Assume other responsibilities as assigned by the executive board.
- Coordinate the general activities of any Special Committees created by the executive board.
- In charge of organizing committees by gathering and scheduling of people and volunteers, collecting ideas, resources and materials, and to hold meetings on a regular basis with all Standing and Special Committees.
- Will also chair and oversee P.T.O. nominations process.
- Attend monthly meetings.
- Communicate with office staff regarding email blasts to parents/guardians.
- Post P.T.O. info on various social sites; i.e. PTO Facebook Page or other social media pages.
- Serve as an authorized signatory of all P.T.O. checks.
- Can make bank deposits or withdrawals.

Section 7. Secretary: The Secretary shall keep a correct record of all meetings of the organization and shall perform other duties delegated to him or her. The Secretary shall be responsible for, but not limited to, the following tasks:

- Providing copies of the meeting agenda at each meeting.
- Shall keep the minutes of all general meetings and all meetings of the Executive Board.
- Prepare correspondence and perform all other duties assigned.

- Maintain master documents.
- Help recruit committee chairpersons for all vacant standing committees of the Board.
- Keep the calendar of events for the P.T.O.
- Provide approved minutes to webmaster to post on the PGES P.T.O. webpage.
- Give notice regarding all meetings of P.T.O. Executive Board of Directors, (e.g. Monthly Meeting).
- Attend monthly meetings.
- Review the Treasurer's bank statement and Quicken Books spreadsheet for accuracy and proper spending of Pleasant Grove P.T.O. funds. This task may be completed monthly or annually.
- Communicate with office staff regarding posting of P.T.O. minutes and email blasts to parents/guardians.
 - Post P.T.O. info on various social sites; i.e. PTO Facebook Page or other social media pages.
 - Conduct membership at beginning of the school year.
 - **Does Not** have signatory of all P.T.O. checks.
 - Can **only** make bank deposits.

Section 8. Treasurer: The Treasurer shall be responsible for and have custody of all funds, keep and maintain a registry of all P.T.O. bank transactions and keep accurate record of receipts and expenditures. The Treasurer shall be responsible for, but not limited to, the following tasks:

- Make disbursements as properly authorized. Funds shall only be paid out as authorized by a majority vote of members present at a regular duly authorized board meeting of the organization and as prescribed by Financial Procedure Policy.
- Paying all budget items, reimbursements as needed and purchasing other items for Pleasant Grove P.T.O. events. Any questionable amounts of reimbursements are to be approved by the Pleasant Grove P.T.O. Board.
- Funds paid out as authorized by a majority vote of the members.
- Writing and signing all P.T.O. checks; collecting, and depositing the collection of all funds raised by the Pleasant Grove P.T.O.
- In the event of a bounce check, the Treasurer is responsible for sending correspondence to the individual(s) to try and obtain another form of payment.
- Responsible for receipts and receipts of deposits, balance of bank statements and Quicken Books entries and reports.
- Be present at P.T.O. events where money will be collected. Withdraw any petty cash as needed for the event.
- Communicating with committee chairs and ensuring a cash box, if needed is delivered in a timely fashion before each event.
- Compile a monthly Treasurer's report for the P.T.O. general meeting.

- Assure that P.T.O. policies and best practices are followed with regards to funds.
- Compile information for the P.T.O. annual tax return at the end of the fiscal year (fiscal year July 1-June 30th) to be given to the CPA and mail all completed tax filings.
- Complete ST-103 form online in January.
- Provide the Center Grove Administration Office financial documentation as needed.
- Update Treasurer's Handbook as needed.
- Attend monthly meetings.
- The Treasurer must be bonded.

Section 9. Co- Treasurer: The Co-Treasurer shall act as an aid to the Treasurer. It is the intent that the Co-Treasurer will eventually assume the Treasurer position, however, if the Co-Treasurer would like to assume another role within the board then that shall be allowed. The Co-Treasurer shall be responsible for, but not limited to, the following tasks:

- He/she will work alongside the Treasurer; perform the duties of the Treasurer in his or her absence.
- Does not have voting privileges.
- **Serve as an authorized signatory of all P.T.O. checks.**
- The Co-Treasurer must be bonded.
- Can make bank deposits or withdrawals.

Section 10. Member At Large: The Member At Large shall act as a liaison to the executive board. The Member At Large shall be responsible for, but not limited to, the following tasks:

- Attend All Board Meetings.
- Complete tasks assigned by the President or Vice President.
- Work with committees as necessary.
- Does not have voting privileges.
- **Does not** have authorized signatory on checks.
- Can **only** make bank deposits.

Section 11. The officers listed in Section 1-10 shall be members of the Pleasant Grove P.T.O.

ARTICLE VII: P.T.O. BOARD

Section 1. The Pleasant Grove P.T.O. board shall consist of the chairpersons of all the standing committees, the executive officers and the Principal.

Section 2. The Pleasant Grove P.T.O. shall hold monthly board meetings that are open to any parent of a child in Pleasant Grove Elementary, Legal Guardian, member of the faculty of Pleasant Grove Elementary, or a resident of White River Township. The May meeting shall be election meeting for the officers for the following school year. Special meetings may be called by the executive committee.

Section 3. The privilege of holding office, making motions, debating, and voting shall be limited to members of the organization.

Section 4. The members at any regular or authorized meeting shall constitute a quorum. A simple majority of the quorum shall decide an issue, except where otherwise provided by these by-laws.

Section 5. The board shall hold office from the end of one school term to the end of the next school term with the new fiscal year starting on July 1st.

Section 6. Any vacancy in the board may be appointed by the President with the approval of the elected board.

Section 7. Any Pleasant Grove P.T.O. elected officer who resigns from his/her office or committee, the Pleasant Grove P.T.O Board shall appoint a replacement until such time as the next annual membership election meeting is held by a majority vote of the Board.

ARTICLE VIII: VOTING:

Section 1. Each attending board member has one vote. Majority vote will rule. A quorum must be convened through attendance or absentee vote and is considered half +1 (5).

Section 2. Electronic Voting: Voting by e-mail or other electronic method will be permitted when an issue is time sensitive and formal action is necessary prior to the next regularly scheduled meeting. The Executive Board will adopt annually a policy regarding the administration of email/electronic voting. See Attachment A.

Section 3. In the event of a school closure or other unforeseen event, voting may take place via email, Zoom, WebEx, or other video conferencing method.

ARTICLE IX: MEETINGS:

Section 1. A minimum of two open meetings of this organization shall be held during each school year. New officers shall be installed in office at the last meeting.

Section 2. Pleasant Grove P.T.O. meetings can be held monthly starting in August and ending in May. These shall be announced in the school newsletters, email blasts, Pleasant Grove P.T.O.

webpage, and social media. A meeting in June or July can be scheduled at the discretion of the executive board, if necessary.

Section 3. A majority of the officers, the principal or his/her designee and the members at any regular or authorized meeting shall constitute a quorum. A simple majority of the quorum shall decide an issue except where otherwise provided in these by-laws.

ARTICLE X: EXECUTIVE COMMITTEE:

Section 1. The executive committee shall consist of the officers of the organization which are the President, Vice President, Secretary, Treasurer, Co- Treasurer, Member At Large, and the Principal or his/her designee.

Section 2. The executive committee's duties shall be to administer necessary business between organization meetings.

ARTICLE XI: STANDING COMMITTEES

Section 1. Committees will be determined on a yearly basis. Each committee will be given expectations by the Executive Board and be responsible for successfully handling the committee or event. The Pleasant Grove P.T.O. Board will act as an aide or resource if needed. However, the main function of each committee belongs to the chair and co- chair persons.

Section 2: All committees shall have a chairperson. The chairperson is allowed to recruit a co-chair that can work side by side with them to prepare for taking over the following year.

Section 3. The chairperson of all committees shall be present at the Pleasant Grove P.T.O. meetings surrounding their event(s). Committee chairperson shall present plans of work at the Pleasant Grove P.T.O. meeting prior to their event and an update on how each event goes.

Section 4. The chairperson and co- chairpersons of each committee is responsible for recruiting members to compose its committee. As well as a replacement if he/she resigns from their committee.

Section 5. The executive board will look for volunteers to chair an event. If this is unsuccessful and a chairperson is not found; the said committee or event will not take place.

Section 6. Dad's Club is considered a standing committee of the Pleasant Grove P.T.O. and reports to the board accordingly. They have no voting privileges at board meetings, but the head of the Dad's club is invited to meetings to participate as a non-voting participant.

Section 7. The standing committees shall consist of the following:

1. **Room Parent Chairs-** Prepare a letter requesting parent volunteers, compile a list of volunteers from each room, and assist the executive board in organizing events such as Fall and Friendship Parties.
 - A. Volunteer Room Parents help organize and conduct the Fall and Friendship Day Parties, under the direction of the Head Room Parent. Room parents also assist the teacher with other classroom activities as called upon by the Head Room Parent or classroom teacher.
 - B. A Head Room Parent for each classroom will be selected for each classroom by the room parent volunteers for that classroom or the Pleasant Grove P.T.O. Room Volunteer Chairperson.
 - C. The Head Room Parent will be the teacher contact for assistance with classroom activities.
 - D. Unless a Head Room Parent has a child in another Kindergarten class, a Head Room Parent can only serve in that capacity in one child's room.
2. **Hospitality Chairs-**Organize and serve refreshments for teacher dinners during Parent/Teacher conferences, staff luncheons during Staff Appreciation Week and any other function deemed necessary by the executive board.
3. **Membership Chairs-** Conduct the Pleasant Grove P.T.O. membership drive at the beginning of the year.
4. **Fundraising Chairs -** Shall be responsible for developing fundraising plans, coordinating approvals and assigning committee chairs as appropriate. Will as act as Board Liaison with fundraising activities/event chairs.
5. **Holiday Shoppe Chairs-**Organize and supervise Holiday Shoppe in December.
6. **Book Fair Chairs-** Organize and supervise the Fall and Spring book fairs.
7. **Spirit Sales Chairs-**Present information to the Pleasant Grove P.T.O. Board for selection of a vendor to provide school t-shirts, sweatshirts, etc., and conducts the sale of these items to the students, staff or parents.
8. **Box Tops Chairs-** Register, collects, and submits labels. Work in cooperation with the school for redemption of labels.
9. **Yearbook Chairs-** Take pictures of school activities and organize the school yearbook.

10. Family Fun Night Chairs- Organize volunteers, games, food and raffle.

11. Events Chairs: Organize Father/Daughter and Mother- Son events.

12. Dad's Club Chair- This Committee will be made up of dad's, whose purpose is to help serve the school and Pleasant Grove P.T.O. The Committee will meet regularly as needed. Regular reports of committee activity will be made at monthly Pleasant Grove P.T.O. meetings by Committee Chair.

Section 8. The Chairpersons of all standing committees shall present plans to the P.T.O. board and no committee work shall be undertaken without approval of the P.T.O. board. Whenever possible the names and bids of two companies will be submitted for a vote by the board. Any forms, notes, or correspondence being sent home to parents must have the approval of the Principal and the Pleasant Grove P.T.O. President.

ARTICLE XII: DISSOLUTION

Section 1. Should the Pleasant Grove P.T.O. decide to dissolve for any reason all assets and funds, existing and outstanding, would be given to the Pleasant Grove Elementary School. These will be placed in the Student Activity Fund which is administered by the principal and Treasurer of Pleasant Grove Elementary School. And spent for the sole benefit of the students and teachers enrichment.

ARTICLE XIII: AMENDMENTS:

Section 1. These by-laws may be amended at any time with the organization's two-thirds vote of the members present and voting, provided a notice of the proposed amendment shall have been given at the previous regular meeting. These by-laws shall be reviewed and updated bi-annually.

ARTICLE XIV: FINANCES

Section 1. A tentative budget shall be drafted each school over the summer months as required, and approved by the executive board.

Section 2. Each executive board member will be allowed to approve up to a \$50 spending amount without approval from the executive board only once per fiscal year (July 1st-June 30th). After that any spending amounts must get approval from the executive board.

Section 3. Two authorized signatures will be required on all checks. Authorized signers shall be the President, Vice President, Treasurer, Co-treasurer and/or Principal.

Section 4. Attachments

Attachment A:

Pleasant Grove P.T.O. Board - Electronic Voting Policy

In the event that an electronic vote is needed to accomplish the purposes of the P.T.O. in the time between board meetings, the P.T.O. board shall abide by the bylaws and the following process:

1. The President will announce to the board via email or video conferencing , that an issue has arisen that requires resolution before the next regular board meeting. The president will outline the issue.
2. A board member may make a motion by email or video conferencing.
3. Another board member may second the motion by email or video conferencing
4. If the motion is made and seconded, the President will consider the voting closed. Voting shall be open no less than 24 hours. The President may hold voting open for a longer period to allow adequate time to vote over a weekend or holiday.
5. Once voting has closed, the President or the Secretary will announce the results of the vote by email.
6. The Secretary will record the details of the vote in a manner similar to meeting minutes or at the next P.T.O. meeting.

Attachment B: Pleasant Grove P.T.O. Adopted Financial Policies

P.T.O. Officers, Committee Chairs, Committee Members, and non-board members carrying out P.T.O. business will abide by the financial policies established by the P.T.O. Membership. Policies:

1. The P.T.O. fiscal year is July 1st through June 30th.
2. The P.T.O. Treasurer is responsible for submitting state and federal tax returns and reports to the Indiana Secretary of State in a timely manner. State and Federal income tax returns are due on November 15 for the previous fiscal year.
3. The P.T.O. President and the Treasurer will secure liability insurance for the P.T.O. annually.
4. The P.T.O. President and Treasurer are the only officers authorized to sign contracts on behalf of the P.T.O. Contracts establishing a liability greater than \$1,000 must be authorized by the P.T.O. Board.
5. The P.T.O. bank account will require double signatures for all checks. Only the President, Vice President, Treasurer, Co-treasurer and/or Principal has check signing privileges.

6. Only the President, Vice President, Treasurer, and Co-Treasurer can make PTO bank withdrawals and deposits which is documented on file at the bank. Deposit slips must be given to Treasurer within 48 hours of transaction.

7. Committee Chairs and Member-At-Large can make PTO bank deposits.

8. The Treasurer and if necessary, the Vice President and President shall have access to a debit card issued from the PTO's financial institution. No ATM transactions shall be permitted. Anytime the debit card is used receipts must be provided to the Treasurer, documented on receipt what the transaction was for, and filed with the PTO's financial records.

9. Anyone working on behalf of the P.T.O. will honor the budget passed by the P.T.O. membership. Expenditures that exceed the budgeted amount must be approved by the P.T.O. Board.

10. Additional expenditures not included in the approved budget must be approved by a majority vote of the executive board.

11. Anyone working on behalf of the P.T.O. will work with the P.T.O. Treasurer to ensure that all revenues and expenditures are collected, paid and documented appropriately. Documentation includes, but is not limited to invoices, receipts, and copies of any marketing materials for events. This includes documenting the number of tickets, items, etc. sold. Only members of the P.T.O. who have been approved by the board are permitted to handle cash for P.T.O. events, fundraisers, etc.

12. Anyone working on behalf of the P.T.O. shall submit requests for cash box change and reimbursements, and forward income to the Treasurer with the appropriate forms.

13. It is important that all revenues and expenses are documented formally. All revenues by cash or check must be forwarded to the Treasurer for deposit. Expenses will be paid by check separately from cash receipts.

14. Proper documentation is required for all expenses whether paid directly or via member reimbursement.

15. Expenses should be paid directly to vendors for separate expenses greater than \$200.00 whenever possible, rather than reimbursing individuals.

16. P.T.O. members must submit requests for reimbursement in a timely manner. It is particularly important that such requests are made in the appropriate fiscal year.

17. In-kind resources from affinity rewards programs such as Amazon Smiles, Box Tops, Kroger Community Rewards etc. are P.T.O. resources. The P.T.O. Board must be consulted about the selection of such in-kind donations.

18. The P.T.O. and its committees will not purchase, sell, benefit from, or be involved in any way in the sale of alcohol at any event.

19. The P.T.O. will follow the state gaming law governing raffles, door prizes, etc. Board members and committees must have the approval of the P.T.O. board before undertaking any activity covered by the state gaming law whether or not that activity requires a gaming license.

Attachment C: Conflict of Interest Policy

The IRS Form 990 asks the question whether the organization has a written conflict of interest policy and if the answer is ‘yes’ the IRS asks whether board members, officers and key employees are asked annually to disclose potential conflicts, as well as whether the organization “regularly and consistently monitors and enforces” compliance with the policy.

Conflict of Interest Policy:

This Conflict of Interest Policy governs the activities of the board and staff of Pleasant Grove P.T.O. Questions about the policy should be directed to the Board President. It is the duty of all board members and staff to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to (i) the employee’s supervisor (ii) President of the Board or (iv) or other designated person, as appropriate. This policy provides guidelines for identifying conflicts, disclosing conflicts and procedures to be followed to assist the Pleasant Grove P.T.O. manage conflicts of interest and situations that may result in the appearance of a conflict.

1. **What is a conflict of interest?** A conflict of interest arises when a board member or staff member has a personal interest that conflicts with the interests of the Pleasant Grove P.T.O. or arise in situations where a board/staff member has divided loyalties (also known as a “duality of interest”). The former can result in situations that result in inappropriate financial gain to persons in authority at the Pleasant Grove P.T.O. which can lead to financial penalties and violations of IRS regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in the Pleasant Grove P.T.O. decision-making process. Both results are damaging the Pleasant Grove P.T.O. and are to be avoided.

- *Example #1:* a person in a position of authority over the Organization may benefit financially from a transaction between the Organization and the board/staff member; or others closely associated with the board/staff member may be affected financially. Family members, or their businesses, or other persons or the businesses of persons with whom the board/staff member is closely associated, could benefit from similar transactions.

- *Example #2:* A conflict of interest could be a direct or indirect financial interest such as those described above, or a personal interest such as the situation where a board member of the Pleasant Grove P.T.O. is also a board member of another nonprofit or for-profit entity in the community with which the Pleasant Grove P.T.O. collaborates or conducts business.

2. **Who might be affected by this policy?** Typically persons who are affected by a conflict of interest policy are the Organization’s board members, officers, and senior staff. In some cases a major donor could also be in a conflict situation. Pleasant Grove P.T.O. takes a broad view of conflicts and board/staff are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

3. **Disclosure of Conflicts.** Board members and senior staff will annually disclose and promptly update any disclosures previously on an Annual Conflict Disclosure Questionnaire form provided by the Organization that requests them to identify their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members as well as other nonprofit organizations. Board and staff are also urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Staff should disclose to their supervisor/Executive Director and board members should disclose to the President of the board as soon as they person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

4. **Procedures to manage conflicts.** For each interest disclosed, the full board, or the President of the board, as appropriate, will determine whether the organization should: (a) take no action or (b) disclose the situation more broadly and invite discussion/resolution by the full board of what action to take, or (c) refrain from taking action and otherwise avoid the conflict. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.

- When the conflict involves a decision-maker, the person with the conflict (“interested party”): (i) must fully disclose the conflict to all other decision-makers; (ii) may not be involved in the decision of what action to take (e.g., may not participate in a vote) but may serve as a resource to provide other decision-makers with needed information.

- In some cases the person with the conflict may be asked to recuse him/herself from sensitive discussions so as not to unduly influence the discussion of the conflict. • In all cases, decisions involving a conflict will be made only by disinterested persons

- The fact that a conflict was managed and the outcome will be documented in the minutes of board meetings.

- The board President will monitor proposed or ongoing transactions of the organization (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the Board and staff, as appropriate, whether discovered before or after the transaction has occurred.

Conflict of Interest Disclosure Form

Date: _____

Name: _____

Position (employee/volunteer/board): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Pleasant Grove P.T.O. and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____
2. _____
3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Pleasant Grove P.T.O.

Signature: _____

Date: _____

Amended 4/23/2020