



Bylaws of Harmony Science Academy NW Parent Teacher Organization (HPTO)

I. NAME

The name of the organization shall be the Harmony Science Academy Parents and Teacher Organization (hereinafter known as HPTO).

II. PURPOSE

The purpose of the organization shall be to aid the students of Harmony Science Academy North West (HSA-NW):

- a. To foster a cooperative relationship between parents, teachers, support staff, and school administrators.
- b. To encourage families to volunteer and participate in school and/or on district committees.
- c. To plan and carry out special events, of which all monies raised, will be used to directly benefit the school and students.
- d. To keep informed about the school's educational programs and district strategic goals.
- e. To respond to family concerns.
- f. To respond to HSA-NW teachers/staff concerns.
- g. To communicate with the Principal.
- h. To encourage community awareness.
- i. To encourage communication between the school and the citizens of the community.

III. LIMITATIONS

This organization is self-governing, self-supporting, non-commercial, non-sectarian, non-profit, non-partisan and in order to protect the rights of individuals and ongoing educational programs, the HPTO agrees to abide by the following limitations:

- a) It shall not violate the district's personnel agreements, contracts, policies, or interfere with the professional performance of the school staff.
- b) It shall not infringe on the legal rights of individual students, groups of students, teachers, parents, or community.
- c) It shall not become involved in, or interfere with, specific curriculum decisions unless the district or school requests input.
- d) It shall not directly, or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

IV. MEMBERSHIP

All parents and/or legal (parental) guardians of students who currently attend HSA-NW shall be eligible for membership in the organization. All HPTO members who are up to date with their dues and face no concerns from

the membership shall be considered to be in good standing and allowed voting privileges. During a school year, a minimum of two (2) weeks membership is required for voting privileges.

V. MEMBERSHIP DUES

Amount:

- a) The organization shall authorize and collect membership dues from all HPTO members to be used for the operation of the organization. Any changes in the amount of the dues shall be approved by a majority vote of the members present and in good standing at a meeting.

Financial Hardship:

- a) No member shall be denied the right to participate in the activities of the organization due to financial hardship. The Executive Committee shall establish a procedure for alternative payments or waivers to ensure compliance with this policy.

VI. GENERAL MEETINGS.

- a) General meetings shall be held on a regular basis with a minimum of five per school year.
- b) The dates will be determined by the HPTO Executive Board and made available for review by the membership to enable participation.
- c) All dates of general meetings/minutes will be posted for member review, if possible.
- d) The President of the HPTO will conduct the meetings. If the President is unable to attend a meeting, the next ranking officer shall conduct the meetings.
- e) The President, as necessary, may call special general meetings.

VII. GENERAL MEMBERSHIP POLICIES

Voting members of the HPTO are to be in good standing with the membership and may include the following:

- a) Parent/legal guardian family members of students currently enrolled in HSA-NW.
- b) HPTO Executive Board members.
- c) Each voting member has the right to one vote.
- d) Each voting member has the right to propose motions.

VIII. RESPONSIBILITIES/DUTIES OF GENERAL MEMBERS

- a) To attend meetings.
- b) To elect HPTO officers during the month of May of each school year.
- c) To participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the HPTO.
- d) To provide input and vote on expenditures of funds earned by the HPTO.
- e) To share ideas and concerns relating to HPTO sponsored events.

VIX. OFFICERS

Positions: Officers of the organization shall be of good standing and will include the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Parliamentarian, and Two Teacher Liaisons, and an Administrative Liaison Officer. As such, all officers shall be members of good standing within the HPTO parental organization.

a) President:

The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall be a voting member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall produce and distribute the agenda prior to meetings; maintain the calendar of events; create necessary directives and procedures, and coordinate Standing and Special Committees and event volunteers. The President shall submit an annual written HPTO report to members and Harmony Science Academy by the end of May of each year. HSA-NW Teachers and Administrators cannot be HPTO President.

b) First Vice-President:

The First Vice-President shall be a voting member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The First Vice-President shall manage the HPTO membership drive, shall receive from the Treasurer the list of members who have paid dues shall see that all notices are duly given in accordance with these Bylaws, shall maintain a database of volunteers and provide lists as required. The First Vice-President shall perform such other duties as are assigned by the President or the Executive Committee.

c) Second Vice-President:

The Second-Vice President shall be a voting member of the Executive Committee and in the absence of the First Vice President and the President shall perform the duties of the President. The Second Vice-President shall coordinate fundraisers. The Second Vice-President shall perform such other duties as are assigned by the President or the Executive Committee.

d) Secretary:

The Secretary shall be a voting member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall perform such other duties (including publishing the HPTO webpage on the HSA-NW web site) as may be assigned by the President or the Executive Committee.

e) Treasurer:

The Treasurer shall be a voting member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as are established by the organization and shall certify to the Secretary an accurate list of the paying members of the organization. The Treasurer shall present a written financial report at each Regular Meeting of the membership and at other times as requested by the Executive Committee. The Treasurer shall perform such other duties as are assigned by the President or the Executive Committee.

f) Parliamentarian:

The Parliamentarian shall be a voting member of the Executive Committee. The Parliamentarian shall be responsible for publicity for all events of the organization. The Parliamentarian shall keep the official history of the organization and shall keep an annual record of all of the activities of the organization. The Parliamentarian shall follow national, state and local legislative issues pertaining to education and reports on critical issues to HPTO. The Parliamentarian shall perform such other duties as are assigned by the President or the Executive Committee.

g) Liaison Officers:

The Liaison Officers shall act as a conduit between the HPTO and HSA-NW faculty/administrator and shall be appointed by the Principal and, therefore, serve as non-voting members. The Liaison Officers shall perform such other duties as are assigned by the President or the Executive Committee.

X. EXECUTIVE COMMITTEE

General Powers:

- a) The affairs, activities and operation of the organization shall be managed by the Executive Committee.
- b) The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws.
- c) It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meeting of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

Membership of Executive Committee:

- a) The membership of the Executive Committee shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Parliamentarian.
- b) Meetings. Regular meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice by the President or his/her designee to all members of the Executive Committee and in the absence of an emergency, shall be given in advance. When possible, notice of the meetings should be announced to all members of the organization. Any member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body.
- c) Quorum:
A majority of the regular members of the Executive Committee shall constitute quorum for the transaction of business.
- d) Voting:
The act of the majority of the regular members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

XI. STANDING AND SPECIAL COMMITTEES

a) Standing Committees.

The Executive Committee may establish such other non-voting Standing Committees as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees. The chairperson of each committee shall recruit the members for his or her committee. Any member may serve as a non-voting committee member. The Chairperson shall report the plan and activities of the committee to the Executive Committee, which must approve all such reports.

b) Special Committees:

The President and/or the Executive Committee may create non-voting Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or by the beginning of the new school year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Any member may serve as a non-voting committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

XII. ELECTIONS

a) The elected offices of the HPTO Executive Board shall consist of/rank as follows:

- i. President
- ii. First Vice President
- iii. Second Vice President
- iv. Secretary
- v. Treasurer
- vi. Parliamentarian

b) All elected officers must have a child currently enrolled in HSA-NW.

c) Nominations will be accepted for all of the above listed positions prior to the election of office at the first school year HPTO General meeting.

d) No person shall be elected to an office without his or her consent.

e) Procedures: The election of officers shall take place during May's HPTO General Meeting of the school year. Elections shall be by written ballot and conducted by a Standing/Special Committee created to oversee voting process.

f) Term of Office: The term of each officer shall be one year, beginning on June 1 and ending the last day of May each year. All officers may be elected or re-elected to the same or other office for consecutive one year terms.

g) Selection: A majority of the votes cast by the members in good standing and present at the meeting for the election of officers shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held. Candidates for officers must be present at election. The Office of President must be filled by an existing board member from the previous year.

- h) In the event any current elected officer no longer has a child enrolled at HSA-NW, for any reason, said officer will be considered to have resigned, and that Executive position will be considered vacant. The vacant position can be filled according to the provisions listed below.
- i) Vacancies: Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the First Vice-President shall immediately assume the office.
- j) Any vacancy occurring in an office shall be filled, for the remainder of the term, by a person(s) elected by a simple majority vote of the HPTO Executive Board.

XIII. RESPONSIBILITIES/DUTIES OF THE EXECUTIVE COMMITTEE

- a) All officers are expected to attend scheduled Executive Board and General Membership meetings.
- b) The Executive Committee has the power to act in an emergency without the consent of the HPTO General members.
- c) The Board may vote to allocate funds of \$100.00 or less without bringing the request to the General Membership meeting for approval, not to exceed \$500.00 per fiscal year.
- d) All Executive members have the right to propose motions.
- e) To review the budget and by-laws at the first General meeting of each HPTO term.
- f) To collaborate with active councils and committees working within the school.
- g) Upon completion of term, turn over all relevant documents and information to incoming Board members.

XIV. REMOVAL FROM EXECUTIVE OFFICE

- a) Removal from office may occur by a majority vote of the Executive Board (including the President).
- b) A Board member could be subject to removal at any such time that he or she fails to perform assigned duties, is corrupt, or any act/behavior that brings dishonor to, or negates, the purpose and/or goals of this organization.
- c) Removal shall take place only after the board has met in an effort to assess and discuss the problem and all reasonable attempts have been made to resolve the problem.
- d) The Executive Committee members may vote to remove an Executive Member at any time, only for good cause. Good cause for removal of an Executive Member shall include the unexcused failure to attend three (3) meetings of the Executive Committee. A notice for such meeting shall state the issue of possible removal of an Executive Member. An Executive Member may be removed by the affirmative majority vote of the Executive Committee.

XV. FINANCES

- a) Budget: The Executive Committee shall present to the membership at the first General Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved by the membership.
- b) Obligations: The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.
- c) The officers shall not have the authority, however, to enter into such agreements on behalf of HSA-NW, nor should they hold themselves out as having such authority.

- a. Loans. No loans shall be made by the organization to its officers or members.
- d) Commercial Paper. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer and/or by any other person as authorized in writing by the Executive Committee.
 - a. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies, or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.
- e) Financial Report. The Treasurer shall present a financial report at each Regular Meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
 - a. All HPTO Board Officers shall be bonded and required to sign an oath of confidentiality.

XVI. AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by presenting as an agenda item to an Executive Committee meeting for review and discussion; voting to adopt Amendment cannot take place on same day of presentation of Amendment. Prior to a vote on Amendment, a unanimous consensus of the Executive Committee ensuring that all discussion have been exhausted is required to proceed for a vote. Amendment to Bylaws must be unanimously adopted by all present members of the Executive Committee. Amendments to these Bylaws shall be deemed null and void if not adopted in accordance with the procedures in this Article XVI.

XVII. AUTHORITY

These Bylaws shall be approved by the HPTO and presented to HSA-NW Principal for review. If any HPTO decision, policy, or activity shall conflict with the decisions, policies or procedures of HSA-NW, they will be reviewed for further discussion with the principal. HPTO will govern its own Bylaws, policies, and procedures.

XVIII. FISCAL YEAR

The fiscal year of HPTO shall begin December 1 and end November 30 the following year.