



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 HSA by providing support for their educational and recreational needs and to encourage and enhance the cooperative community spirit among the teaching staff, students, and parents.

III. MEMBERSHIP.

All parents and/or legal guardians of students who currently attend HSANW shall be eligible for membership in the organization. Teachers shall be automatic members of HPTO. Members shall have the right to attend and participate in all meetings and activities of the organization, and have the right to hold office.

All members present at any given meeting may vote on any issue before the group. However, teachers may not be HPTO President.

IV. POLICIES

A. The programs of the Organization are educational and shall be developed through conferences, committees, and projects.

B. This Organization is non-commercial, non-sectarian, and non-partisan. No part of the activities of the Organization shall promote propaganda, or otherwise attempt to influence legislation. The Organization shall not participate in or intervene in (including publishing and distribution of statements) any political campaign on behalf of any candidate for public office or the solicitation by and business for personal gain.

C. This Organization shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school. The Organization shall not seek to control policies of the school or the school district.

- A. The Organization shall follow Harmony Science Academy North West guidelines and policies concerning Parent – Teacher Organizations.
- B. The Organization shall comply with all applicable laws of local, state, and federal governments.

V. MEETINGS

- A. RegularMeetings. The HPTO Board meets once a month during the school year. The day and time of monthly HPTO meetings are determined by the HPTO Executive Committee prior to the start of each academic year,
- B. SpecialMeetings. Additional meetings of the organization may be called by voting of the Executive Committee. The time and the place of all Special Meetings shall be announced at least (7) days prior to the meeting.
- C. Quorum. Five Executive Members or a majority of the number of Executive Members then in office shall constitute quorum for the transaction of businesses at any meeting.
- D. Voting. A majority vote of the members present at any meeting shall be required for action to be taken by the organization.

VI. OFFICERS

- A. Positions. The officers of the organization shall consist of President, First Vice-President, Second Vice-President, Secretary, Treasurer, Parliamentarian, and Two Teacher Liaisons, and an Administrative Liaison Officer.
- B. 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 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 at the meetings; maintain the calendar of events 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.
- C. FirstVice-President. The First Vice-President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The 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 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.

- D. Second Vice-President. The Second-Vice President shall be a 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.
- E. Secretary. The Secretary shall be a 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 web site) as may be assigned by the President or the Executive Committee.
- F. Treasurer. The Treasurer shall be a 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.
- G. Parliamentarian. The Parliamentarian shall be a 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.
- H. Liaison Officers. The Liaison Officers shall act as a conduit between the HPTO and HSA faculty. The Liaison Officers shall be HSA teachers and an administrator appointed by the Principal. The Liaison Officers shall perform such other duties as are assigned by the President or the Executive Committee.

VII. ELECTIONS

- A. Procedures. The election of officers shall take place during the Regular Meeting in May each academic year. Election shall be by written ballot.
- B. 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 a consecutive one year term.

- C. Selection. A majority of the votes cast by the members 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. The Office of President must be filled by an existing board member from the previous year.
- D. 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.
- E. Removal of an Executive Member. 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 four consecutive meetings of the Executive Committee. A notice of the meeting shall state the issue of possible removal of an Executive Member. An Executive Member may be removed by the affirmative vote of (50) fifty percent of the Executive Committee.

VIII. EXECUTIVE COMMITTEE.

- A. General Powers. The affairs, activities and operation of the organization shall be managed by the Executive Committee. 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. 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.
- B. Membership. The membership of the Executive Committee shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Parliamentarian, Superintendent (or assignee), Principal (or assignee) and Liaison Officers.
- C. Meetings. Regular meeting 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 or all meetings shall be given to all members of the Executive Committee and in the absence of an emergency, at least (7) days 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.

- D. Quorum. A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.
- E. 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.

IX. STANDING AND SPECIAL COMMITTEES.

- A. Nominating Committee. The Nominating Committee shall be composed of three (3) persons who shall be selected by the Executive Committee at the beginning of each year. The committee shall carry out its responsibilities, as specified in Section VII.
- B. Other Standing Committees. The Executive Committee may establish such other 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 committee member. The Chairperson shall report the plan and activities of the committee to the Executive Committee, which must approve all such reports.
- C. Special Committees. The President and/or the Executive Committee may create 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 on September 30 of each year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Any member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

X. FINANCES

- A. Budget. The Executive Committee shall present to the membership at the first Regular 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. The officers shall not have the authority, however, to enter into such agreements on behalf of Harmony Science Academy, nor should they hold themselves out as having such authority.
- C. 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.

- E. 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.
- F. 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.
- G. All HPTO Board Officers shall be bonded and required to sign an oath of confidentiality.

XI. MEMBERSHIP DUES

- A. Amount. The organization shall authorize and collect membership dues to be used for the operation of the organization. Any changes in the amount of the dues shall be approved by a vote of the members.
- B. Financial Hardship. 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 insure compliance with this policy.

XII. AMENDMENTS. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by 2/3 (two-thirds) of the Executive Members at an Executive Meeting.

XIII. AUTHORITY. These Bylaws shall be approved by the Principal of Harmony Science Academy North West. If any HSA HPTO decision, policy, or activity shall conflict with the decisions, policies or procedures adopted by The Harmony Science Academy, they shall be deemed null and void. The decision of the Principal of Harmony Science Academy shall, in all cases, control.

XII. FISCAL YEAR: The fiscal year of Organization shall begin September 1 and end August 31 the following year.