

Bylaws of Highland Christian Academy Parent Teacher Organization

Last updated: May 2016

Preface

The Parent Teacher Organization is authorized by and responsible to the Board of Highland Christian Academy.

Article I: Name

The name of this organization shall be the Highland Christian Academy Parent Teacher Organization, hereinafter referred to as HCA PTO.

Article II: Purpose

The purpose of this organization shall be:

1. To provide support and encouragement to the teachers, students and parents in order to achieve their spiritual, social, intellectual, emotional and physical potential.
2. To help meet teachers' classroom needs (educational resources).
3. To create opportunities for fellowship among all families at HCA.
4. To help foster school spirit among students.
5. To be financially self-supporting in order to fund all aspects of the PTO.
6. To provide volunteer support for any major event held by the school.

Article III: Membership

Section 1: Member Qualifications

All parents, legal guardians and grandparents of children currently attending Highland Christian Academy, hereinafter referred to as the school, members of the current faculty and staff and members of the School Board are eligible to be members of the HCA PTO. Collectively, these persons shall be hereinafter referred to as the Membership; individually they shall be hereinafter referred to as Member. The organization operates under the direction of the Principal, who is also a member. There are membership dues of \$10 per family per year. Each member shall be entitled to one (1) vote.

Section 2: Authority

The organization operates under the direction of the Principal. The Principal has the responsibility for the school and therefore the PTO shall function with the consent of the Principal. The school is the legal owner/recipient of all monies raised by the PTO and shall be listed on such documents.

Section 3: Privileges

All members shall be:

1. Eligible to vote.
2. Eligible to hold office
3. Eligible to attend all general meetings.
4. Eligible to participate in all activities.
5. Have reasonable access to review the by-laws, minutes of meetings, records and financial statements of the PTO.

Article IV: Meetings

Section 1: General Parent Information Meetings

There shall be a minimum of four (4) general parent meetings per school year, but more may be called as needed. The purpose will be to provide information to and coordinate upcoming events. The President and

Principal shall determine the dates of these meetings. These meetings shall be posted on the school calendar and notices sent by email. Agenda items must be submitted to the President in advance of the meeting and the agenda approved by the Principal prior to the meeting.

Section 2: Quorum

At the general meetings, quorum will consist of the members that are present, regardless of the percentage of representation. For actionable items, each member shall have one vote. Voting in abstention will be permitted; it must be delivered to the President in writing and be signed one day in advance of the meeting. Voting will pass or fail based on majority rules.

Article V: Leadership

Section 1: Officers

The officers of the HCA PTO shall be a President, Vice President, Secretary and Treasurer who are members of HCA PTO.

Responsibilities of Officers:

1. President
 - a. Shall preside at all PTO meetings.
 - b. Creates agenda and receives agenda approval from Principal prior to meetings.
 - c. Notify members of general meetings.
 - d. Task other officers and evaluate progress.
 - e. Is responsible for PTO fundraising endeavors.
 - f. Is responsible communication, events and appreciation of faculty and staff.
 - g. May create special committees as needed and be an ex-officio member on all.

- h. Ensure adherence to by-laws and budget and that all records are current.
 - i. Establish committees and chairpersons as deemed necessary by the Board of Education.
 - j. Create an Events Calendar prior to the start of the school year.
 - k. Attend a minimum of two (2) School Board meetings per year and report to the School Board and Principal and matters of interest pertaining to the HCA PTO.
 - l. Inform the Board President prior to the Board meetings if he or she would like to be placed on the School Board agenda.
2. Vice President
- a. Assist the President in all tasks.
 - b. The Vice-President shall assume the duties of the President in the absence of the President and shall assume all other duties as designated by the President.
 - c. Assist in all tasks directed.
3. Secretary
- a. Keeps the minutes of the meetings of the HCA PTO.
 - b. Ensures that meeting notes shall be made available to any member of the HCA PTO upon request and have them posted in the school office.
4. Treasurer
- a. Responsible for all financial business of the HCA PTO.
 - b. Must submit a Treasury report to be publically posted at each meeting and in the school office.
 - c. Shall compile a PTO budget in advance of the school year in coordination with the President and other officers for submission to the School Board and Principal.

Section 2: Terms

The standard term shall coincide with Highland Christian Academy's fiscal calendar. The officers of the HCA PTO shall serve for the following terms:

1. President: 1 year (with option to run for re-election)
2. Vice-President: 1 year (with option to run for re-election)
3. Secretary: 1 year (with option to run for re-election)
4. Treasurer: 1 year with option to extend to term length of choosing if background or expertise in finances is proven.

Article VI: Fiscal Policies

Section 1: Fiscal Year

The Fiscal Year shall be identical to the HCA school calendar year.

Section 2: Budget

The Treasurer shall prepare and provide a budget in June for the following year to be reviewed by the Principal and School Board. The year's budget will be presented at the first board meeting and general meeting of the school year.

Section 3: Funding

The purpose of these funds shall be determined in advance of seeking funds and communicated to the PTO members at the time a fundraiser is advertised. Money shall be kept in a local bank and checks signed by the President.

Section 4: Reconciliation

Each month, the Treasurer shall perform a reconciliation report to the kept by the school.

Section 5: Approval of Expenditures

Expenditures in excess of \$50 must be approved by a vote by the membership at a general PTO meeting.

Section 6: Monies carried forward

PTO funds designated for future use may be carried forward as determined by the PTO Officers.

Article VII: Parliamentary Authority

Robert's Rules of Order shall govern all procedures of this organization.

Article VIII: By-Laws

These by-laws may be amended through a majority vote of the members present at a meeting held after 10 days' notice to the members, subject to approval of the HCA School Board and Principal. The members of the PTO shall receive notification of any changes in writing prior to the vote.

Article IX: Nominations and Elections

Section 1: Eligibility

All members are eligible for office.

Section 2: Nominations

The President, at the second to last meeting of the year, shall solicit nominations from the membership, both via email and in the general meeting. Members may nominate themselves or other members. Nominations shall be submitted in writing and submitted to the Secretary,

who will organize a ballot election to be held at the final general meeting of the school year.

Section 3: Elections

Elections shall be held at the final general meeting of the year. A majority vote of the members present shall constitute an election. The Secretary shall create the ballot process and the President shall hold the vote in a democratic manner. Votes may be cast by proxy, in writing, to the current President prior to the last general meeting held for that school year. Officers shall be installed at the end of this same general meeting.

Section 4: Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person appointed by the President, with the advice of the School Board and Principal.

Section 5: Removal from Office

Officers can be removed from office by a majority vote by the School Board.

Section 6: Principal Authority

In the event that all officer positions are vacant, the Principal shall locate a willing parent member and approve them as President. The President will fill remaining positions with input from Board members.