

Highland Academy Charter School

Parent Teacher Organization Bylaws

Article I: Name The name of this Organization shall be the Parent Teacher Organization of Highland Academy Charter School of Beaumont, or “PTO” in short.

Article II: Objectives and Policy

Section 1. The objectives of the PTO are:

- a. To advise the HACS Board of Directors on School policies and their implementations, particularly those issues regarding parents;
- b. To arrange activities and special events in coordination with the HACS administration to supplement the academic program and enhance the school’s sense of community;
- c. To serve as a liaison to encourage and facilitate communication between families and the school’s administration, staff and school board

Section 2. The PTO shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no political candidate shall be endorsed by the PTO. Neither the name of the PTO nor the name of its officers in their official capacities shall be used in connection with any commercial concern nor with any partisan interest, or for any purpose other than the regular work of the PTO.

Article III: Membership

A member is a parent or a legal guardian of a current HACS student. Each PTO member has one vote. Membership is established by submitting an application form to the PTO President. The form shall require the following information: Parent Name, Contact Information, Acknowledgement of Bylaws, and Signature.

Article IV: Executive Committee

Section 1. The affairs of this PTO shall be governed by an Executive Committee made up of the Elected Officers of the Committee and appointed Presidents of Standing Committees. These positions are all non-paid and voluntary. Members of the Executive Committee must be voting members of PTO.

Section 2. Following the initial term of two years as appointed by the Board of Directors, the terms of office for all members of the Executive Committee shall be one year, commencing with their installation at the First General Meeting of the PTO at the beginning of the school year. Elected officers can only serve for a total period of three consecutive years. Service as an officer is capped at 3 years total.

Article V: Elected Officers and their Duties

Section 1. The Elected Officers shall consist of not fewer than three members, including a President, Vice-President, and HACS Board Parent Representative.

Section 2. The Elected Officers shall carry out the objectives of the PTO. Subject to ultimate authority, oversight, and ratification by the HACS Board, the elected officers have the power to make such rules and regulations consistent with the HACS Charter, HACS policies, HACS Board resolutions, and the PTO bylaws. All formal actions carried out by the PTO shall be subject to review and ratification by the HACS Board of Directors.

Section 3. The HACS Board of Directors maintains ultimate authority over the PTO, including changes to the PTO Bylaws, dissolution or discontinuation of the PTO, and any related matters. . As such, the HACS Board retains the right to deny a PTO Officership to any individual who has: violated the HACS charter, HACS policies, HACS Board resolutions, PTO bylaws, or has failed to comply with directives by the HACS Board or administration. Any contested election shall be brought to the attention of the Board of Directors, who will make a final determination on the outcome of the election.

Section 4. Duties of the Elected Officers:

a. The President shall preside at all PTO meetings, and is a de facto member of all PTO committees. The President has the ultimate responsibility of all financial and programmed activities of the PTO. b. The Vice President will preside at all PTO meetings in the absence of the President and will be responsible for keeping records of meetings and other PTO activities. The Vice-President will post the highlights of and any actions taken during the General Meetings in all appropriate modes of communication (Newsletter, website, etc.). The Vice President will create and maintain a resource book containing the PTO bylaws, Executive Committee responsibilities, committee descriptions and approved/unapproved General Meeting Minutes. This resource book will be kept in the front office, accessible by the HACS community: parents, teachers, and HACS administration. c. The HACS School Board Parent Representative will be responsible for facilitating communication between the PTO and the HACS School Board. Parent Representative will be the primary representative of the PTO before the School Board. Parent Representative shall be elected among the parents through a general election procedure supervised by the HACS Board. Election of Parent Representative shall be held within two months after a vacancy occurs. Notice of such election and procedures shall be announced to all HACS parents one month prior to the election. Elections shall be open to all HACS parents.

Article VI: Elections, Installation, Vacancies

Section 1. In order to be eligible for an elected position in the Executive Committee a person must be a voting member of the PTO.

Section 2. The first Chairperson and Vice President will be appointed by a majority vote of the Highland Academy Board of Directors for a term of two years. Following the first term, elections for these two positions will take place on the first General Meeting of the PTO for the school year 2021-22. Following the initial term, elections will take place on the first General Meeting of the PTO (on the first Thursday of October) during the school year. Nominations for elected positions can be made to the Executive Committee three weeks before the General Meeting. Positions and candidacy procedures shall be announced one month prior to the elections.

Section 3. In the event of a contested election, candidates shall be given an opportunity to express their views. Elections will be administered by a three-person committee consisting of a person appointed by the PTO Executive Committee, and two persons chosen by contesting candidates, if any.

Section 4. Results of PTO elections shall be approved by the School Board during the next regular Board meeting that most closely follows the election. Installation of the newly elected Officers shall take place during the Regular Board meeting that most closely follows the election following the approval of Annual Report by the PTO President. Incoming Elected Officers shall assume office with installation and act in the new capacity for the remainder of this meeting.

Section 5. A vacancy occurring in an office shall be filled by a majority vote of the Executive Committee. Due notice of such an election must be given at least one week prior to election. In the case of a vacancy in the office of President, the current Vice President shall fill the vacancy.

Article VII: Meetings, Quorums, Voting

Section 1. Meetings: a. A minimum of four PTO General Meetings shall be held annually. Attendance of all members of the Executive Committee is mandatory, and the meetings are open to all members of the PTO membership at large. The membership shall be advised of the exact meeting dates at least two weeks prior to the meeting. A copy of these Bylaws shall be made available to all members at the first of such meetings each school year. b. Special General Meetings may be called by a majority vote of the Elected Officers or a written request to the Elected Officers by fifteen voting members of the general membership of the PTO. A minimum of one-week prior notice shall be given to the general membership for special general meetings.

Section 2. Quorums: a. In order for the first General Meeting (when elections for the Executive Committee take place) to be considered a valid meeting, a quorum of the General membership must be present. A minimum of 7 voting members constitute a quorum for the transaction of business. b. When a special meeting is scheduled in accordance with the bylaws, the members who called the special meeting plus five more members shall constitute a quorum for the transaction of business by the PTO. c. When a meeting of the Elected Officers is called, seventy-five percent of the Elected Officers shall constitute a quorum.

Section 3. Voting: a. Each member of the Executive Committee is entitled to one vote. b. Any member of the Executive Committee who is absent for any general or special meeting may assign his or her voting rights to another voting member of the Committee as proxy. The assignment must be in writing, dated, and signed by the absent Committee member. Each assignment of voting rights shall be given to the secretary and shall be kept with the records from that meeting. c. A majority of Elected Officers present at an Elected Officers' meeting is sufficient to reach a decision.

Article VIII: Fiscal Policies

Section 1. Financial Management: All fundraising events shall be organized with prior approval of the HACS Executive Director. All requests for fundraising shall include a specific purpose for the fundraising activity. Fundraising reports shall be submitted to the HACS Director of Finance in the attached format.

Section 2. Policies: All PTO fundraising activities will follow fundraising policies established by the HACS Board. It shall be within the power and discretion of the Board of Directors to determine the way the funds are disbursed. Any funds received through fundraisings or donations shall be deposited to the school account. At the first general meeting of PTO in October, a summary of fundraising will be submitted by the HACS Director of Finance to the PTO General Meeting, which will include the amount of raised funds from each specific fundraising and the expense items paid by these funds.

Copies of the bylaws shall be made available to any member.