Bylaws of Harmony Public Schools
Harmony School of Innoation
Parent Teacher Organization

ARTICLE I: NAME

Section 1: Name. The name of the organization shall be the Harmony Public Schools [Campus Name] Parent Teacher Organization (hereinafter known as PTO).

ARTICLE II: PURPOSE AND DESCRIPTION

Section 1: Purpose. The purpose of the PTO is to enhance and support the educational experience at [Campus Name], to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at [Campus Name] through volunteer and financial support.

Section 3: Description. The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

ARTICLE III: MEMBERSHIP

Section 1: Membership Eligibility. General membership shall be automatically granted to all parents and guardians of [Campus Name] students, plus all staff at [Campus Name].

Section 2: Membership Dues. The membership dues shall be 10 dollars per year, per family.

Section 3: Membership Privileges. General and voting members shall have the right to attend and participate in all meetings and activities of the organization.

Section 4: Voting Privileges of Membership.

A. Only members in good standing are privileged to vote on PTO Business.
B. To be in good standing a member must:
   1. Pay the annual family membership dues

ARTICLE IV: OFFICERS

Section 1: Elected Officers. Elected officers of PTO shall be: President, First Vice President, Second Vice President, Secretary, Treasurer, Assistant Treasurer, and Parliamentarian.

Section 2: Term Length of Office. The term of office for all officers is one year, beginning June 1 and ending May 31 of the following year. A person may hold only one office at a time.

Section 3: Qualifications. Any PTO member in good standing, as defined in Article III, Section 4B, is eligible to become an elected officer in the PTO. Harmony School employees are not eligible for elected office.

Section 4: Duties of Elected Officers.

A. President - A person may serve as President only after serving at least one year as a good standing member, as defined in Article III, Section 4B, of the PTO. 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:
    1. Supervise and control all of the activities of the organization.
    2. Preside at all meetings of the Executive Committee and all general membership meetings
    3. Produce and distribute the agenda for the meetings
    4. Maintain the calendar of events
    5. Appoint a Chairman for Standing and Special Committees Chair and event volunteers
    6. Assist with coordination of events and event volunteers
    7. The President shall submit an annual written PTO report to all members and to the Principal before the term of office expires each year
    8. The President shall serve as the official representative of the PTO and retain all official records of the organization

B. First Vice-President
    1. In the absence of the President, shall perform the duties of the President
    2. Manage the PTO membership drive
    3. 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
    4. Maintain database of volunteers and provide lists as required
    5. Perform other duties as assigned by the President or the Executive Committee

C. Second Vice-President
   1. In the absence of the First Vice President and the President shall perform the duties of the President
   2. Coordinate fundraisers with school event coordinator
   3. Perform such other duties as are assigned by the President or the Executive Committee

D. Secretary
   1. Record and distribute minutes of all Executive Committee and general membership PTO meetings
   2. Prepare agendas for official PTO meetings
   3. Hold historical records for the PTO
   4. Update and maintain the PTO webpage on the [Campus Name] web site
   5. Create election ballots for yearly elections
   6. The Secretary shall perform such other duties as may be assigned by the President or a Vice President

E. Treasurer
   1. Responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources
   2. 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
   3. 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
   4. Present a written financial report at each Regular Meeting of the membership and at other times as requested by the Executive Committee
   5. Perform such other duties as are assigned by the President or a Vice President

F. Assistant Treasurer
   1. Assist the Treasurer with his/her assigned duties
   2. Perform such other duties as are assigned by the President or Vice President

G. Parliamentarian
   1. Responsible for publicity for all events of the organization
   2. Keeps the official history of the organization and shall keep an annual record of all of the activities of the organization
   3. Follows national, state, and local legislative issues pertaining to education and reports on critical issues to PTO

4. Performs such other duties as assigned by the President or Vice President

Section 5: Appointed Officers.

A. Liaison Officers - The Liaison Officers, to include two (2) Teacher Liaisons and an Administrative Liaison, shall act as conduits between the PTO and HPS faculty. The Principal shall appoint faculty members to these positions. The Liaison Officers shall perform such other duties as are assigned by the President or a Vice President.

Section 6: Vacancies in Office. The Executive Committee, by majority vote, shall appoint a member in good standing, as defined in Article III, Section 4B, to fill the vacancy for the remainder of the officer's term. Should the position of President become vacant, the First Vice-President shall immediately assume the position.

Section 7: Removal from Office. An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Committee.

ARTICLE V – NOMINATIONS AND ELECTIONS

Section 1: Qualifications for Election. To be elected to office, a member must be in good standing as defined in Article III, Section 4B.

Section 2: Nominating Committee.

A. The Nominating Committee shall be composed of three (3) persons who shall be selected by the Executive Committee at the beginning of each year
B. No member of the Nominating Committee shall be a candidate for election to any office
C. The Nominating Committee shall present to the PTO membership at a general membership meeting to be determined by the Executive Board the slate of nominees, one or more for each PTO officer

Section 3: Nominations.

A. Immediately following the report of the Nominating Committee, nominations may be made from the floor

Section 4: Elections.

A. Election of officers shall take place during the first general membership meeting in May each academic year
B. Election ballots shall be prepared by the Secretary

C. Elections shall be by ballot and a majority vote shall elect. Where there are three or more candidates for an office and no candidate receives a majority of the votes on the first balloting, the candidate with the lowest number of votes shall be dropped from the ballot. The polls shall then be re-opened and an additional vote shall be taken for that office until a candidate is elected

D. If elected to more than one office, the candidate shall choose in which office they will serve

ARTICLE VI – EXECUTIVE COMMITTEE.

Section 1: Membership. The Executive Committee shall be composed of all elected officers.

Section 2: Responsibilities.

A. To discuss and prepare appropriate recommendations to be presented at regular meetings
B. To decide all matters not requiring a general membership vote or meeting (such as deciding where an event will be held)
C. To report all decisions made at the next general membership meeting
D. To enforce PTO bylaws by conducting business according to the bylaws and upholding standards as prescribed in the bylaws
E. 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.

Section 4: Quorum. Quorum shall be designated as a simple majority or two-thirds of the Executive Committee membership.

ARTICLE VII: MEETINGS

Section 1: General Membership Meetings. The PTO meets monthly during the school year. The day and time of regular PTO meetings is determined by the PTO Executive Committee prior to the start of each academic year.

Section 2: Special Meetings. Special meetings are meetings of the entire PTO held for emergency purposes, for business that could not be planned for in advance but must be completed before the next scheduled general membership meeting.

A. The executive committee may call a special meeting with a simple majority vote
B. The time and place of all special meetings shall be announced at least seven (7) days prior to the meeting.

Section 3: Quorum. Quorum shall be designated as a simple majority or two-thirds of the general membership.

Section 4: Voting. A simple majority vote of the members present at any meeting shall be required for action to be taken by the organization.

ARTICLE VIII: FINANCES

Section 1: Fiscal Year. The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: Banking. All funds shall be kept in an account or account(s) in the name of [Campus Name] PTO. 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. The PTO Treasurer or Assistant Treasurer will make all deposits will be made within a maximum of five (5) days of receipt of funds by the PTO Treasurer or Assistant Treasurer. All deposits will be verified under dual control with the Treasurer or Assistant Treasurer and another Executive Committee designated PTO member. All withdrawals, including execution of checks, will require two signatures of the Executive Committee (the Treasurer and one other member). Disbursements shall be made within a maximum of thirty (30) days or as agreed with a vendor/supplier or as dictated by orders of payment.

Section 3: Budget. The Finance 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 PTO during the year. Any deviation of $500 or more from the budget must be approved by the membership.

Section 4: Loans. No loans shall be made by the organization to its officers or members.

Section 5: Reporting. All financial activity shall be recorded in a computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and present a financial report at each regular meeting of the organization. The Treasurer shall prepare a final report at the close of the year, and the Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee assigned by Principal. If the auditor is satisfied that the Treasurer's annual report is correct, he or she shall sign a statement of that fact at the end of the report and shall be given a copy of the report to Campus Principal during the month of May.

Section 6: Ending Balance. The organization shall leave a minimum of $1,000.00 in the treasury at the end of each fiscal year.

Section 7: Contracts. 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 Public Schools, nor should they hold themselves out as having such authority.

ARTICLE IX: COMMITTEES

Section 1: Standing Committees. Standing committees are ongoing committees which have continuing responsibilities throughout the year.

A. Standing Committees of the PTO shall include, but not be limited to: Finance Committee and Auditing Committee
B. Standing Committees shall be formed after receiving approval from the Executive Committee
C. The President shall appoint the chairperson of each committee
D. The chairperson of each committee shall recruit the members for their respective committee and will be composed of three (3) or more members in good standing, as defined in Article III, Section 4B may serve as a committee member
E. Duties of Standing Committees are as follows:
    1. Finance Committee. Composed of the Treasurer and Assistant Treasurer and three (3) other members in good standing, as defined in Article III, Section 4B, shall prepare a budget for the PTO year beginning June 1 and ending May 31 of each year. This budget shall be submitted at the first general membership meeting of the year.
    2. Auditing Committee. The Auditing Committee shall be composed of three (3) members in good standing, as defined in Article III, Section 4B, to be appointed by the President, whose duty it shall be to audit the Treasurer's accounts at the close of the school year and to report it before the last general membership meeting.
F. Committee Chair members begin their terms immediately after appointment by the President. The Committee Chair term ends on May 31 of each year.

Section 2: Special Committees. Special committees may be created by the President or executive committee as deemed necessary to function until completion of a specified assignment. These committees include, but are not limited

to: Bylaws and Nominating, and any others deemed necessary. The President shall appoint the chairperson(s) of all special committees. The chairperson shall report the plans and activities of the committee to the executive board, which must approve all such reports. Any member in good standing, as defined in Article III, Section 4B, may serve as a committee member.

Section 3: Ex-Officio Committee Membership. The President shall serve as an ex-officio member on all committees except for the Nominating Committee.

ARTICLE X: LIMITATION OF ACTIVITIES

Section 1: The PTO shall not use nor permit the use of any PTO mailing lists or directories to conduct non-PTO business.

Section 2: The PTO shall not become involved in any campaign for a candidate for public office, nor engage in lobbying on behalf of or against any legislative proposal, with the exception of any legislation that will directly affect the educational services provided by the Harmony Public Schools.

Section 3: The PTO 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.

Section 3: The PTO shall seek approval of Campus Principal for all events with a written statement in order to guarantee coordination with School events as well as to prevent scheduling conflicts. The Principal has the ability to disband the PTO if it deviates from its intended purpose, as described in Article II, Section 1.

ARTICLE XI: AMENDMENT OF BYLAWS

These bylaws may be amended at any general membership meeting of the PTO by a two-thirds vote, provided that the amendment has been submitted in writing at the previous general membership meeting and received approval from the [Campus Name] Principal.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The current edition of *Roberts Rules of Order Newly Revised* shall govern the PTO in all cases in which they are applicable, and in which they are not inconsistent with these Bylaws and any special rules of order the PTO may adopt.

ARTICLE XIII: ANTI-DISCRIMINATION STATEMENT

It is the policy of Cosmos Foundation Inc., d.b.a. Harmony Public Schools not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

ARTICLE XIV: DISSOLUTION

In the event of dissolution of the PTO, any remaining funds shall be donated to [Campus Name].

These bylaws were approved by the [Campus Name] Principal on _____.

These bylaws were adopted by the [Campus Name] Parent Teacher Organization on _____.

Amended: _____

Amended: _____

Amended: _____

Amended: _____

Amended: _____