

Bylaws of Harmony Science Academy Fort Worth, TX PTO

Article I - NAME, DESCRIPTION & PURPOSE

Section 1: NAME - The name of the organization shall be Harmony Science Academy Fort Worth Parent Teacher Organization (PTO). The PTO is based at Harmony Science Academy at 5651 Westcreek Drive, Fort Worth, TX 76133.

Section 2: DESCRIPTION - The PTO is a non-profit 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.

Section 3: PURPOSE - The purpose of the PTO is to enhance the educational experience of students and staff at Harmony Science Academy Fort Worth, to develop a closer connection between home and school by encouraging parental involvement, and to improve the environment of Harmony Science Academy through volunteer and financial support.

Article II - MEMBERSHIP

Section 1: Membership shall be granted to anyone that joins the PTO and pays membership dues. Members have voting privileges, one vote per membership. Dues are waived for all staff members. Membership dues can be waived for a parent, guardian, and/or family member at the discretion of the Executive Board.

Section 2: All members must abide by the Code of Conduct.

Article III - OFFICERS

Section 1: EXECUTIVE BOARD - The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, Teacher Appreciation Coordinator, Box Top Coordinator, Spirit Night Coordinator and Communications Coordinator. Officer positions can be shared.

Section 2: TERM OF OFFICE - The term of office for all officers is one year, beginning immediately upon election in May, and ending upon officer election the following year. No officer may be eligible to serve more than two consecutive terms in the same office. A full term is considered when the person serves equivalent to or more than 2/3 of the school year in that position.

Section 3: QUALIFICATIONS - Any PTO member may run for an executive board position of the PTO pending background check and any other requirements from Harmony Science Academy Fort Worth.

Section 4: DUTIES -

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Executive Board - Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures.

President - Preside at General PTO meetings and Executive Board meetings, serve as the official representation of the PTO, and retain all records of the PTO.

Vice President - Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.

Secretary - Record and distribute the minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO. Can make deposits and collect revenue in the treasurer's absence.

Treasurer - Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Teacher Appreciation Coordinator - Organize teacher appreciation activities and coordinate daily recognition for Teacher Appreciation Week in May.

Box Top Coordinator - Promote the collection of Box Tops for Education during the school year both in school and coordinate getting the information online (i.e. social media), collect box tops throughout the school year, keep a record of each classrooms collections, and arrange parties for the winner(s).

Spirit Night Coordinator - Manages the coordination of the PTO Spirit Nights (fundraising activities at local restaurants), including investigation into various opportunities and makes recommendations to the Board in this regard.

Communications Coordinator - Provides and assists in collaborative support of the PTO by keeping all members informed of any fundraisers, programs, community events or volunteer opportunities. Works with PTO President and Secretary to maintain and update content ensuring accurate & relevant information for parents and volunteers on our PTO Website and Facebook.

Section 5: BOARD MEETINGS - The Executive Board shall meet monthly during the school year, or at the discretion of the President. All board meetings shall be recorded; this expense will be included in the annual budget. Any topics, proposed changes and/or discussion items should be sent out to be added to the agenda no less than 48 hours prior to the monthly meetings. Additional topics will be added to the end of the agenda and addressed if time allows at the discretion of the president.

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Section 6: REMOVAL - An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY - If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV - MEETINGS

Section 1: GENERAL PTO MEETINGS - General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING - Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3: QUORUM - Eight (8) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V - FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins August 1st and ends July 31st of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of our PTO, requiring two signatures of the Executive Board as directed by the financial institution and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

Section 6: DEBIT CARDS – Only the PTO bank signatories may be issued and use the PTO Debit Card. All purchases must be within the approved budget or authorized by the PTO Board. Users may not allow others to use his/her assigned PTO Debit Card. Debit Cards are to be used for the business purposes of this PTO only, and are never, under any circumstances, to be used for personal expenses. Failure to do so will result in the immediate removal from the board,

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responsibility for fees incurred, and possible legal action. The cardholder will be personally responsible for any charges made without a receipt. Receipts and expense forms must be turned in to the treasurer within 5 business days of the charge.

ARTICLE VI - BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present, and voting is required to adopt an amendment to the bylaws.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Harmony Science Academy Fort Worth

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised."