

# **Harvest Ridge Placer Academy**

## **a Public Charter School**

### **Parent-Teacher Organization**

#### **Bylaws**

##### Article I – Name

The name of the corporation shall be the Harvest Ridge Placer Academy a Public Charter School Parent Teacher Organization (referred to herein as PTO).

##### Article II – Purpose

This corporation is a non-profit public benefit service corporation, and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The specific purpose for which this corporation is organized is: to provide charitable assistance to the students, parents and teachers of Harvest Ridge Placer Academy, a Public Charter School, and the community in which it resides; to provide support, funds, and labor benefiting the school and community; to improve educational experiences for all students by providing opportunities for all community members to learn and understand the goals of educational community; and to improve working relationships among parents, teachers, students and the community.

##### Article III – Members

Any parent, grandparent, guardian, or other adult standing in loco parentis for a student at the school is considered a member of the PTO. The director, principal and any teacher employed at the school are also considered a member of the PTO. Voting at General PTO meetings shall be determined to be a right by any member. Membership shall automatically terminate upon a member ceasing to be affiliated with Harvest Ridge Placer Academy in any manner defined above.

## Article IV – Officers and Elections

**Section 1. Officers.** The Officers shall be a President, Vice President, Secretary, Treasurer, Enrichment Coordinator and Historian.

**a. President.** The President shall preside over meetings of the organization and Executive Board. The President shall serve as the primary contact for the Newcastle Elementary School District Board and Harvest Ridge Governance Council, Executive Director, Site Administrator and Staff. The President shall act as a singular representation of the PTO, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the Officers and committees so that the purpose of the organization is served. The President may assign duties and responsibilities necessary to carry out the work of the organization.

**b. Vice President(s).** The Vice President(s) shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice President(s) will act as lead fundraising chair and coordinate/facilitate the initial yearly calendar meeting.

**c. Secretary.** The Secretary shall keep all records of the organization, in coordination with the President prepare the agenda, take and record minutes, handle correspondence, and send notices of meetings to the membership. The Secretary shall keep record of the minutes, bylaws, rules, and any other pertinent documents, and have them on hand at all meetings. The Secretary will manage the official calendar for PTO. The Secretary will publish the monthly PTO newsletter in coordination with the Executive Board and manage the PTO website.

**d. Treasurer.** The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. The Treasurer will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, file the appropriate reports with the Secretary of State, the Franchise Tax Board and the Internal Revenue Service and make a full report at the end of the year. This position may be held jointly between 2 people with divisions of tasks agreed upon between the 2 people and president.

**e. Enrichment Coordinator.** Manage PTO enrichment programs and provide leadership as required. Bring programming to the school that enhances the curriculum and/or provides cultural insight. Enrichment Coordinator will work with Site Administrator and PTO board to create annual enrichment plan. Make contact, gather info and fees, assist in contract negotiations, provide on-site management, coordinate details with school staff and will work with treasurer to facilitate payment. Provides executive contact point for all enrichment activities.

**f. Historian.** Assemble and preserve a record of the activities and achievements of the

organization. Act as custodian of records and other materials pertinent to the history of the organization. Including but not limited to: photos, flyers, newsletters and posters.

**Section 2a. The Director and/or Site Administrator.** The Director and/or Principal of Harvest Ridge Placer Academy shall serve in an advisory fashion to the Executive Board. The Director and/or Site Administrator shall be a liaison to the Executive Board from the Governance Council bringing any information relative to the PTO. The Director and/or Site Administrator will advise the Executive Board of the needs of the school/district where PTO support would be helpful.

**Section 2b. The Faculty PTO Representatives (2).** The Faculty PTO Representatives (Primary grades and Middle School) will act as the first point of contact between the teachers and the Executive Board and will represent the teachers in collaboration with the PTO regarding any/all school needs and events.

**Section 3a. Nominations.** Elections will be held at the second to last meeting of the school year. Members interested in running for PTO office will make their intentions known at a nominating meeting held at least 7 days prior to the election. At the nominating meeting, nominations may also be made from the floor. Following the nominating meeting the slate of candidates will be on our website. Only those who have consented to serve shall be eligible for nomination, either by communication at the nominating meeting or from the floor at the Nominating Meeting. Those nominated must be present at the meeting unless written notice is provided by the nominee.

**Section 3b. Elections.** Voting shall be by the means deemed appropriate for the forum. If more than one person is running for an office, a ballot vote shall be taken. An election meeting and ballot vote shall not be deemed necessary should no one contest the nominated member(s). Email voting may be granted in special circumstance.

**Section 4. Eligibility.** Members, as defined above, are eligible for office if they are in good standing at least 14 calendar days before the nominating meeting, or before election if such appointment becomes necessary during the year. Good standing is defined as being DOJ cleared for volunteer activities and active participation in PTO events and meetings for the prior year. Members new to Placer Academy will be considered in good standing without the participation clause by furnishing at least two written references.

**Section 5. Term of Office.** Term of office is to be from July 1st through June 30<sup>th</sup>. Officers are elected for two consecutive terms of office in the same position. Following their term officers are eligible to participate in the election process to hold another term and position. Incoming officers are expected to shadow the outgoing board beginning immediately following the election until the term begins on July 1st. Officers are elected for the term as described below per office, unless a special circumstance is approved via a General vote. Exceptions are:

- Vice President (s): The outgoing Vice President has the first right of refusal ascend to the office of President for the following term without vote
- Historian: The outgoing President has first right of refusal to the office of Historian for the following term without vote

**Section 6. Vacancies.** If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected. Vacancies in any other office shall be filled by the Executive Board if they occur during the school year.

**Section 7. Absentees.**

Any Executive Board member missing 2 or more consecutive board meetings may be asked to resign their position.

**Section 8. Removal from Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming an Executive Board quorum) at an Executive Board meeting for which 24 hour notice has been given.

## Article V – Executive Board

**Section 1. Membership.** The Executive Board shall consist of the Officers.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership. The Executive Board shall function as a cohesive unit reflecting a unified voice to the community at large.

**Section 3. Meetings.** Executive Board meetings shall be held regularly, as determined by the Board. Special meetings of the Executive Board may be called by any two Executive Board members, with 24 hour notice.

**Section 4. Voting and Motions.** Motions and voting rights in Executive Board meetings shall be limited to members of the Executive Board. Invited guests are welcome at Executive Board meetings in an advisory capacity.

**Section 5. Executive Board Quorum.** Half the number of Board members plus one constitutes a quorum. In the case of an odd number of Board members, the majority will constitute a quorum. Email voting may be granted in special circumstance.

## Article VI – General Membership Meetings

**Section 1. General Meetings.** The regular meeting of the organization shall be at a time and place determined by the Executive Board. The general meeting is for receiving reports, electing officers, and conducting other business that should arise. The Secretary will notify the members of the meeting by approved form of communication used by Harvest Ridge Placer Academy.

**Section 2. Special Meetings.** Special meetings may be called by the President, or any two members of the Executive Board, or five general members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting by approved form of communication used by Harvest Ridge Placer Academy.

**Section 3. Voting and Motions.** General Members in good standing (see Article IV, Section 4) may make motions and vote at General Membership meetings.

**Section 4. Quorum.** The quorum shall be 15 members of the General Membership, and includes the Executive Board Members.

#### Article VII – Committees

**Section 1. Membership.** Committees may consist of members and Board members, with the President acting as an Ex Officio member of all committees.

**Section 2. Standing Committees.** The following committees shall be held by the organization: Hot Lunch, Teacher Appreciation, Book Fair, Spirit Wear and Yearbook. Chairpersons are encouraged to recruit team members to assist with the duties of the committees. All team members need to be in good standing to serve on a committee.

**Section 3. Additional Committees.** The Board may assign and/or remove committees as necessary by quorum vote.

**Section 4. Accountability.** Chairpersons of committees and event coordinators shall understand and adhere to Harvest Ridge Placer Academy PTO Committee Guidelines. Responsibilities and qualifications may include but are not limited to: completion of appropriate Event paperwork, adherence to previously approved budget, effective team management skills and timely communication and partnership with PTO Executive Board.

#### Article VIII – Finances

**Section 1.** A proposed budget shall be drafted in the fall for each school year and approved

by a majority vote of the members present at the first general meeting.

**Section 2.** The Treasurer(s) shall keep accurate records of any disbursements, income and bank account information. The Treasurer(s) shall keep records of all donations, whether in kind or monetary donations and distribute appropriate receipts to the donor in a timely manner. The Treasurer(s) will also be responsible for filing the required statements to the California Secretary of State.

**Section 3.** The Board shall approve all expenses of the organization.

**Section 4.** An authorized signature shall be required on each check written from the PTO Checking account. Authorized signers shall be the President, Vice President and Treasurer(s).

**Section 5.** The Treasurer shall prepare a financial statement at the end of the year, to be reviewed and approved by the General Membership at the final meeting.

**Section 6.** Upon the dissolution of the organization, any remaining funds will be used to pay any outstanding bills and, with the membership's approval, spent to promote the purposes for which the Harvest Ridge Placer Academy PTO was organized.

**Section 7.** The fiscal year shall coordinate with the school fiscal year.

#### Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings except in cases where they conflict with PTO bylaws.

#### Article X – Standing Rules

Standing rules may be approved by the Executive Board, as needed, and the Secretary shall keep a record of the standing rules for reference. Standing rules shall be distributed to Executive Board on an annual basis.

#### Article XI – Dissolution

The Executive Board may elect by a two thirds vote of those present, assuming a quorum, to submit a motion for dissolution of the organization to the General Membership at any regular or special Executive Board meeting providing that prior written notice of the meeting was sent to all Executive Board Members. The organization may then be dissolved at any regular or special meeting of the General Membership, providing that previous notice of pending dissolution was given in writing at least 30 days prior to the meeting and sent to all members

of the organization by the Secretary. Notice may be given by approved form of communication used by Harvest Ridge Placer Academy. Dissolution must be approved by a two-thirds vote, assuming a quorum of the General Membership.

#### Article XII – Amendments

These bylaws may be amended at any regular or special meeting of the General Membership, providing that previous notice was given in writing at least 10 days prior to the meeting. Notice may be given by approved form of communication used by Harvest Ridge Placer Academy. Voting by absentee ballot is permitted as per Robert's Rules, provided prior written approval is received from the PTO Executive Board. Amendments will be approved by a two-thirds vote, assuming a quorum of the General Membership.