



**PARENT TEACHER ORGANIZATION, INC.
CONSTITUTION AND BYLAWS
ADOPTED NOVEMBER, 2004**

ARTICLE I – NAME:

The name of the organization shall be Hollywood Academy of Arts & Science, PTO, Inc.

ARTICLE II – OBJECTIVES:

1. To promote positive communications between the administration, the teachers, the parents and the community of the Hollywood Academy of Arts and Science.
2. To assist in the improvement and enhancement of the educational facilities of the Academy.
3. To provide support to the administration and teachers of the Academy in the implementation of programs to enrich the cultural and social lives of students
4. To be non-profit, non-commercial, non-partisan and non-sectarian.
5. To raise and dedicate funding to assist in providing materials, equipment, expertise and experiences to enhance the educational experience of the students of the Academy.

ARTICLE III – MEMBERSHIP, DUES AND VOTING PRIVILEGES:

1. Membership shall be granted to parents and guardians of students attending the Academy, and faculty members of the academy who have paid dues and are members in good standing.
2. Voting members shall consist of faculty members, parents and guardians of students attending the Academy. Each eligible family shall have one vote.
3. There will be fourteen (\$14.00) dollars annual dues per family or \$7.00 per single parent family. Dues will be one (\$1.00) dollar for families currently qualified for reduced lunch programs.

4. The membership year shall follow the academic year. Dues will be assessed at the first PTO meeting.

ARTICLE IV – OFFICERS AND THEIR ELECTIONS:

Section A

1. The PTO shall have of six elected officers holding the following positions:
 - (1) President
 - (2) 1ST Vice-President
 - (3) 2nd Vice-President
 - (4) Secretary
 - (5) Treasurer
 - (6) Parliamentarian
2. A majority vote of the general voting membership in attendance is necessary to elect PTO officers.
3. The term of the officers shall run the last day of the academic year until the next academic year's last day of school.
4. A vacancy occurring in mid-term shall be filled for the un-expired term by a person elected by the majority of members in attendance. Members must be informed of a vacancy at a general membership meeting at least 30 days prior to the election. Members may self-nominate at any time before the election by informing the parliamentarian of such nomination.
5. Regular elections shall be held at the general membership meeting in April. Members must be informed of regular elections at the March general membership meeting. Members may self-nominate at any time before the election by informing the parliamentarian of such nomination.

Section B

1. The Parliamentarian shall administer the elections and ensure compliance with the regulations provided in section A. The Parliamentarian may seek assistance from members in holding the election.
2. Voting shall take place by secret ballot for vacancies with more than one candidate. For vacancies with one candidate, a voice vote shall be considered adequate. For secret ballot elections, the ballots shall be prepared and tabulated by the parliamentarian as assisted by members. The Parliamentarian shall announce the results of an election.

ARTICLE V – DUTIES OF OFFICERS:

Section A President shall

1. Schedule Executive Board Meetings and General Membership Meetings.
2. Prepare the agenda for and preside over all Executive Board meetings and General Membership Meetings of the organization.
3. Coordinate the recruitment of members.
4. Coordinate the work of the officers and the committees.
5. Act as an ex-officio member of all committees.
6. Be a designated signor on the PTO bank account.
7. Turn over all books, records, and materials pertaining to this office to the incoming President fifteen (15) days prior to the students' last day of school.
8. Have one vote in matters brought before the Executive Board.

Section B 1st Vice President shall

1. Act as an aide to the President and perform the duties of the President in the absence of that officer.
2. Appoint a fundraising coordinator or fundraising project committee chairs.
3. Coordinate fundraising projects with the Executive Board and the Academy's Administration.
4. Coordinate communications with members regarding fundraising opportunities.
5. Be an alternate signer on the PTO bank account.
6. Have one vote in matters brought before the Executive Board.

Section C 2nd Vice President shall

1. Act as an aide to the President and 1st Vice-president and perform the duties of the President and 1st Vice-President the absence of those officers.
2. Maintain a list of active members
3. Appoint volunteer project committee chairs.
4. Coordinate member volunteer activities with the Executive Board and the Academy's Administration.

5. Coordinate communications with members regarding volunteer opportunities.
6. Be an alternate signer on the PTO bank account.
7. Have one vote in matters brought before the Executive Board.

Section D Secretary shall

1. Keep an accurate role of all committee members (name, addresses, phone numbers, email addresses)
2. Keep an accurate record of all meetings of the PTO Executive Board and general membership.
3. Present the minutes of the previous PTO Executive Board meeting to the PTO Executive Board.
4. Present to the general membership the minutes of the previous general membership meeting for approval or make them available electronically before the general membership meeting. Provide all meeting minutes for the current academic year at each meeting.
5. Turn over all books, records, and materials pertaining to this office to the incoming President fifteen (15) days prior to the students' last day of school.
6. Ensure HAAS is in good standing with all national and state organizations beneficial to HAAS.
7. Have one vote in matters brought before the Executive Board.

Section E Treasurer shall

1. Have custody of all monies of the organization.
2. Keep an accurate record of all receipts and expenditures.
3. Be a designated signor on the PTO bank account.
4. Give a Treasurer's report at each organizational meeting and provide a copy of such report to all Executive Board members.
5. Assist in the collection of funds for membership and for fundraising projects.
6. Provide all financial records for the current academic year at each meeting.

7. Turn over all books, records, and materials pertaining to this office to the Audit Committee three (3) weeks prior to the students' last day of school.
8. Maintain strict adherence to IRS guidelines and comply with all applicable local, state, and federal laws, submitting all necessary paperwork required by deadline, filing sales tax returns as appropriate with the State on or before June 20th and with the IRS if annual gross receipts exceed \$25,000.00.
9. Have one vote in matters brought before the Executive Board.

Section H Parliamentarian shall

1. Confirm that a quorum is present before conducting any business at any meeting of the organization.
2. Attend all meetings of the organization and advise members on matters of parliamentary procedure when requested.
3. Maintain a position of impartiality.
4. Not vote on any question except in the case of a ballot vote.
5. Have a current copy of the bylaws, acting as council to the board on matters pertaining to the bylaws.
6. Submit by-law amendments, if a necessary, to the organization for adoption in a timely fashion.
7. Administer elections.
8. Have a current edition of Robert's Rules of Order.

ARTICLE VI – EXECUTIVE BOARD

Section A

1. The HAAS PTO Executive Board shall consist of:
 - a. PTO officers
 - b. Committee Chairpersons
 - c. Academy Principal
 - d. School Advisory Council Chair
 - e. Faculty Liaison appointed by the Principal
2. The duties of the Executive Board shall be to manage the business of the organization and in general, assume responsibility for the guidance of the

affairs of the organization as prescribed and approved by the general membership.

Section B

Regular meetings of the general membership shall be held during the school year, the times to be fixed by the President at its first meeting of the year.

Section C

Special Board meetings may be called by the president (or acting president) provided twenty-four hours' notice given to all members of the Executive Board.

Section D

The majority of the Officers shall constitute a quorum at all meetings on the Executive Board.

Section E

Each Officer shall have one vote, with the exception of the parliamentarian.

Section F

Any Officer who fails to attend (3) consecutive meetings must be brought to the Executive Board for review and action.

Section G

Any general member in good standing may attend meetings of the Executive Board, without participation, except upon invitation of the Executive Board. Such members cannot make motions, or vote at the Executive Board meetings.

Section h

The PTO President may purchase items at a value of up to \$50 without a vote. The purchase must be accounted for in the Treasurer's report at the next general membership monthly meeting. The PTO Executive Board may purchase items at a value of up to \$300 without a majority vote of the general membership. A majority of the Officers must agree on the purchase after sufficient attempt to contact all officers by electronic mail or telephone. The purchase must be accounted for in the Treasurer's report at the next general membership monthly meeting. Signatures of at least two of the following four officers are required to draft or withdraw funds from the PTO bank account: President, First Vice President, Second Vice President, and Treasurer.

ARTICLE VII – GENERAL Financial Business:

Section A

1. The Executive Board shall prepare the budget for the ensuing year. The Budget will be presented to the general membership for approval at the first general meeting.
2. The President shall make provisions for an annual audit by an Auditing Committee of not less than three (3) persons appointed by the Executive Board, one of these members being the Treasurer elect and one faculty member. One of which having sufficient financial or account background. The annual Audit shall take place forty-five (45) days prior to the students' last day of school. The Auditing Committee satisfied that the Treasurer's records are accurate, shall sign a statement to the affect, such statement to be incorporated into the permanent records of the organization.
3. Any funds specially allocated during the current school year, but not disbursed by the 14th day prior to the last calendar school day, shall not be disbursed, but shall remain in the PTO account to be utilized by the incoming PTO. This shall not affect normal PTO disbursements.
4. In the event an officer leaves office prior to his or her term, an audit of the general account must be done.

ARTICLE VIII – COMMITTEES AND REPRESENTATIVES:

1. Officers may form committees and appoint chairs, as indicated, to carry out their duties.
2. A member who has personal financial interest or may receive pecuniary gain for any project which PTO may participate shall not at any time vote on such issues pertaining to the project nor be permitted to chair or co-chair a committee in which there may be a personal financial gain. This is to avoid conflicts of interest which may arise.
3. Any committee that receives money on the behalf of PTO: all money must be counted by that committee's chairperson and the Treasurer or a Vice President. Once an amount is determined, both shall sign a statement to that affect, such statement to be incorporated into the permanent records of the organization.

ARTICLE IX – PARLIMENTARY PROCEDURE:

Robert's Rule of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflicts with the bylaws.

ARTICLE X – AMENDMENTS

Section A

1. Any voting member may present a proposed amendment to the Executive Board for consideration.
2. Any petition for amendment that is approved by two-thirds (2/3) vote of the Executive Board; will be submitted to the general membership. A two-thirds (2/3) vote of those in attendance at the general membership meeting will be needed to ratify.

Section B

This organization known as Hollywood Academy of Arts & Science, PTO, Inc., will be in existence for the benefit of Hollywood Academy of Arts & Science and will terminate only upon termination of the school or by unanimous vote of the general membership.

These bylaws were adopted November 11, 2004
These bylaws were amended January 18th, 2005
These bylaws were amended April 26th 2006
These bylaws were amended September 6th, 2006
These bylaws were amended (March 2007 Draft)