



NEW HOPE ACADEMY
Parent-Teacher's Organization Bylaws
Revised July 2017

I. NAME

The association shall be called the New Hope Academy Parent-Teacher's Organization (PTO).

II. MISSION STATEMENT

The New Hope Academy PTO is a forum for discussion and decision-making between parents, teachers, and administrators of the New Hope Academy (NHA), which supports high quality moral education for the students and community. To achieve this purpose, the PTO shall support and promote:

1. Close cooperation between home and school
2. Financial support for selected educational and practical school needs
3. Research into and implementation of improved educational methods
4. Communication between parents, staff, and students encouraging transparency

III. MEMBERSHIP

All parents and guardians of children attending NHA are automatically members of the PTO. Annual dues, which are \$50 per family, shall be collected by the NHA accounting office and can be paid through Fast Automatic Cash Transfer System (FACTS) at \$5 per month as indicated on the tuition payment forms.

There are no dues for NHA staff and administration personnel to participate in the PTO.

All members shall have voting privileges.

IV. BENEFITS OF MEMBERSHIP

Membership in the PTO allows members that attend PTO meetings to vote on how PTO funds are allocated. Additionally, this allows parents the opportunity to shape the activities, programs, and events sponsored by the PTO to enrich the students' educational experience at NHA.

The PTO does ask parents to provide a nominal group tip to the staff/students to help defray the cost to the PTO. If the tips are not enough to cover the \$20 payment for each of the childcare staff, the PTO will pay the balance. Additional funds will be kept in a rolling PTO fund for future meetings. (See Appendix I for details on childcare provided.)

V. OFFICERS AND DUTIES

The PTO shall elect six (6) officers and 1 Teacher Liaison, serving terms of one (1) year each. The officers shall be President, Vice President, Treasurer, Secretary, Parliamentarian, and Social Media/Marketing Chair. Should an officer be forced to resign before the full term of office is completed, nominations shall be solicited immediately and a replacement shall be elected at the monthly meeting directly following his/her resignation.

President:

- Lead the PTO in adhering to its purpose, mission, and goals; and articulating the guiding principles to all stakeholders
- Partner with NHA Principal in promoting a common mission of improving the school; and listen, discuss, share, and come to an agreement about the role and goals of the PTO
- Preside over all regular and special meetings, unless prevented by illness or emergency
- Convene the meetings, receive communications on behalf of the PTO, report to the membership on matters affecting the PTO or school, and shall vote only in the case of a tie
- Attend and participate in the NHA Board of Trustees monthly meetings to represent the PTO

Vice President:

- Develop and implement initiatives and ideas to meet the goals of the PTO
- Serve as an Ambassador for the PTO, promoting and marketing the work of the PTO to parents and students/student associations, to increase membership and volunteerism
- Preside over meetings in the event of the President's absence
- Assist the President by carrying out any other duties required for the benefit of the organization
- Chair special projects or committees, as required

Secretary:

- Record the minutes of each meeting, prepare written copies of minutes to cover previous meetings, make approved corrections to the minutes, and enter adopted minutes into the records of the PTO
- Monitor that parents in attendance to PTO meetings sign in (since presence impacts ability to vote in absentia)
- Ensure all relevant documentation is posted to the NHA PTO web site within 5 business days of completion
- Develop and document new products needed to support the effective operation of the PTO

- Keep written records for that year's correspondence, minutes, treasurer's reports and committee reports

Treasurer:

- Oversee the cash and bank accounts of the organization and shall prepare a monthly report of income, expenditures, and the balance of petty cash and bank accounts
- Ensure monthly reports are posted on the NHA PTO web site
- Ensure that required signatures (Treasurer and the President) are provided on each check in instances where specific votes of the membership approve the pay out of monies from the treasury

Parliamentarian:

- Review and study the bylaws annually; and initiate required changes (Proposed amendments are approved by the executive board. In addition, ensure each member of the executive board has a current copy of the organization's bylaws.)
- Determine correct order of motions, votes, elections or other business in accordance with *Robert's Rules of Order Newly Revised (or IN BRIEF), latest edition*
- Provide the members and the executive board with training on simple parliamentary procedures; how to state a motion, rules of debate, quorums
- Advise presiding officer, when requested, on questions of parliamentary procedure. (Parliamentarians do not "rule." Only the chair has the power to rule on a question of order. If the parliamentarian has expressed an opinion at the request of the chair, the chair must still make the ruling.)
- Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings

Web/Social Media Manager:

- Design, plan, and coordinate NHA PTO's social media presence to support outreach, marketing, and awareness
- Develop marketing products to publicize events within the school and in the community
- Maintain the PTO website, including development of new pages, links, and routine updates
- Serve as liaison to ensure PTO activities are aligned with the marketing activities of the school

Teacher Liaison:

- Represent teacher and student interests and perspectives in matters of the PTO
- Serve as liaison to ensure PTO activities are aligned with the identified needs of teachers and students

VI. ELECTIONS

Elections of PTO executive board officers shall be held by written ballot.

Nominations will be accepted from a slate of candidates assembled by a committee appointed by the president. Nominations shall also be received from the floor at the meeting at which the elections are held. Should a member of the nominating committee be nominated and accept the nomination, he/she will step down from the nominating committee. Nominations shall be submitted to the PTO executive board in April with elections in May.

A simple majority of the votes shall constitute election.

Absentee ballot can only be placed if one parent from a two-parent family or single parent from a one-parent family has attended at least three meetings.

Elected officers shall assume office at the conclusion of the meeting at which they are elected.

VII. QUORUM

Meetings must have at least five (5) members present, including one NHA executive board member, to conduct official business.

VIII. OPERATIONS

1. **General Body Meetings:** The PTO shall hold meetings on the second Tuesday of October, November, January, February, March, April, and May to conduct the ongoing business of the organization, unless the executive board votes otherwise. PTO agendas will be posted to the PTO web site on the Monday prior to the PTO meeting. Agenda items must be submitted to the President and Secretary one week before the meeting.

- Meetings shall begin at 6:15 pm and end by 8:00 pm unless changed by a vote of the membership.
- The meetings shall be open to anyone in the NHA school community who wishes to attend.
- All votes shall be decided by a simple majority determined by a show of hands or voice. In the event of a tie vote, the President shall cast a vote to break the tie. Vote by secret ballot may be implemented by request.
- Committee chairpersons or their representatives are expected to attend and give a report on the activities of their committees.

2. **Executive Board Meetings:** All PTO executive board officers shall meet as needed between monthly meetings to create agendas, work on lengthy proposals, or make plans to be presented to the general membership.

3. **Finances:** The PTO shall abide by the following funding parameters:

- Requests for fundraising shall follow policies established by the PTO, provided in Appendix II. The board will not make any financial decisions on spending over \$100, with a maximum total of \$500 per semester, without the vote of the membership.
- The board will host events to be held at the beginning (e.g., continental welcome breakfast) and end of the school year (e.g., ice cream social), not to exceed \$100 for each event.
- The board will fund an annual ‘Transition Meeting’ meal/event between the old and new board members, not to exceed \$20 per member.

IX. COMMITTEES

Committee chairpersons shall be chosen by volunteering, appointment by the President or election. Committee chairs may recruit committee members or members may volunteer. Meetings shall be held per the members’ convenience; however, an oral report from each committee shall be presented at each meeting.

In addition to the standing committees, the PTO may set up any number of ad hoc committees for a temporary or one-time purpose. These committees will exist for the length of time needed to achieve the objective(s), and will be headed either by volunteers or appointees, and will give their reports to the membership of the PTO in the same manner as the standing committees.

Executive Committee: Shall consist of all the officers of the PTO and all committee chairs. Executive committee meetings shall be held at the President’s discretion or upon the request of one of the Executive Committee members.

Social Media/Marketing Committee: Shall support the Social Media/Marketing Chair in enhancing NHA PTO’s social media presence. This committee will publicize events of the PTO, with approval of the President and Vice President.

Ad-hoc or Event-based Committees: Shall be formed as needed to coordinate the PTO-sponsored events and school events, such as Harvest Festival (usually in October), School Spirit activities, Teacher Appreciation Week. PTO traditionally has set-up tables; supplied award prizes for the teacher’s activities, if needed; and clean up after the event.

Concerns Committee: Shall be an ad hoc committee chaired by the PTO president, which is created in the event a school issue is not being resolved through the Student Teacher Guidance meetings and meetings with administrators. Upon request, the Concerns Committee members may receive information, offer an opinion and make recommendations to the appropriate persons on the contested school issue. In most situations, this activity should be conducted privately with the parties concerned and not at PTO meetings.

X. PROCEDURE

Robert's Rules of Order, Newly Revised shall be used as authority in the proceedings of this organization. If any of the adopted bylaws are not in compliance with Robert's Rules, the bylaws shall prevail.

XI. AMENDMENTS

Changes to the Bylaws may be suggested by any PTO member but must be ratified by all six PTO officers and considered for adoption by the PTO membership. The most recent changes from the 2016-2017 school year include:

- 2 new roles, including addition of a new board member (Web/Social Media Manager) and a Teacher Liaison
- Funding of transition meal/event by the PTO
- Participation/volunteerism requirements for those submitting PTO funding requests
- Commitment of funds for first day/last day of school social events

Appendix I: Guidelines for Childcare Providers at NHA PTO Events

There will be a sign-up list with student sitters being rotated from the top to the bottom.

The student sitters will be given 48 hours' notice of their need before each PTO event.

If the student sitter needs to cancel, cancellation must be 24 hours in advance. If 24 hours' notice is not given, the student sitter will be removed from the list.

Back-up sitters will be on call at home ½ hour from the start of the PTO event. If called, the student sitter will be paid for 2 hours.

Student sitters will be paid in cash after every meeting. Payment has been set at \$20 for each sitter for two (2) hours of child care services. In addition to the sitter fee paid by the PTO, parents are encouraged to tip each sitter.

The minimum time for a student sitter to stay, if there are no children, would be 1 hour. Payment will be for 2 hours.

Two student sitters are needed for every PTO meeting.

Appendix II: Guidelines for Funding Proposals to NHA PTO

Requests for funding for proposals over \$100 must be introduced and voted on at PTO meetings.

Requests must be typed and submitted to the PTO President at least two weeks prior to the scheduled PTO meetings. Requests may be submitted in the PTO mailbox in the office or via email at pto@newhopeacademy.org. For either submission mode, the submitter should speak to a PTO officer to alert them that the proposal is forthcoming or has been submitted. This must occur two weeks before the scheduled PTO meeting.

Funding proposals will not be accepted at the May meeting, although a previously introduced proposal may be voted on during that meeting.

- Funding proposals should include the following information:
 - Name of person(s) making the request
 - Justification of the need
 - Amount of the request
 - Who will benefit (this may be a specific number of children or classes)
 - How the cost was calculated
 - Date when the funds are needed
 - Estimated lifespan of item(s) to be funded
 - Other sources of funding being used to meet the need
 - A repayment plan, if the PTO funds are a loan
 - For funding requests of \$150 or more, three (3) bids or price plans should be included
 - Additional information, such as the total cost of the project, future supplements needed, etc. should be included as part of the proposal submission.

The PTO shall strive to fund projects per their relevance to NHA students and staff. For example, if all students or staff is likely to directly benefit from a purchase, the PTO may agree to fund all or most of a proposal. If a proposal is likely to directly benefit only a portion of the students, the PTO may agree to fund only a portion of the project.

Person(s) making requests for funds from the PTO are expected to actively participate in PTO sponsored events. Specifically, persons making funding requests must volunteer for/attend at least 3 PTO-sponsored events before submitting their first funding proposal. For each subsequent proposal, PTO requires attendance or volunteer support for at least 1 PTO-sponsored event.