

**HARDING CHARTER PREPARATORY HIGH SCHOOL
PARENT ORGANIZATION BYLAWS**

ARTICLE I: Name

The name of this organization is the Harding Charter Preparatory Parent Organization (HCPPO).

ARTICLE II: Purpose

The sole purpose of the HCPPO is to provide an avenue for parents to promote the welfare of Harding Charter Preparatory High School (HCP) and the students therein; to bring into closer relation the parents/guardians and the school, including through informative meetings pertaining to common school-related interests; and to support the activities and programs of the school through financial and/or voluntary support.

ARTICLE III: Status

Section 1: The HCPPO is a school organization under the auspices of Harding Independence Charter District (HICD).

Section 2: The HCPPO shall be non-commercial, non-sectarian, non-partisan and non-political. Its name and the names of its members or officers shall not be used in any manner other than in the regular work of the HCPPO.

ARTICLE IV: Authority

Section 1: The HCPPO shall not have any authority to speak on behalf of or bind Harding Independence Charter District (HICD) or HCP or any of their administrators or staff.

Section 2: The HCPPO shall not be authorized to support any political candidate or party, and no candidate or party is authorized to use HCPPO in any manner or way that may indicate that the HCPPO supports any such candidate or party.

Section 3: In no way shall one member, officer, or committee chairperson make policy, program, or expenditure decisions, or bind the HCPPO in any way, absent the consent of at least the executive committee. When representing the HCPPO, any member, officer, or committee chairperson shall be aware of the authority extended by these bylaws and shall not exceed such authority.

Section 4: The HCPPO shall not have any authority to direct the administrative activities of the school, control its policies, or control any aspect of the school's functions other than what is provided to it in these bylaws or in HICD's bylaws.

ARTICLE V: Membership

Section 1: Membership shall consist of any parent/guardian of a pupil enrolled in HCP who is current with their annual dues unless exempted.

Section 2: Only those members who are current with their annual dues unless otherwise exempted or excused therefrom for the particular school year are eligible to be an officer, make motions, vote, and/or participate in discussions at any meeting.

ARTICLE VI: Dues and Fundraising

Section 1: The HCPPO may charge annual dues to its members. Dues shall not exceed \$5.00 per family regardless of the number of children that a family has enrolled in the school. Members who are also teachers at HCP shall be exempt from paying dues.

Section 2: The HCPPO may raise funds only for the benefit and improvement of HCP, its students, and staff.

Section 3: All funds raised by the HCPPO shall be deposited into the school's Activity Fund account and earmarked for the HCPPO's purposes.

ARTICLE VII: Voting

Section 1: Only those members whose dues are current or are exempt therefrom for the particular school year shall be eligible to vote on matters brought before the HCPPO. Should a member not be current with their dues, they may vote provided their dues are paid any time before voting. A copy of a proper dues payment receipt is sufficient proof of payment.

Section 2: Members shall be limited to one vote per family regardless of the number of children that a family has enrolled in the school.

Section 3: Members shall not be allowed to vote by proxy. Members must be present to vote.

ARTICLE VIII: Officers and Their Election

Section 1: The officers of the HCPPO shall be president, vice president, secretary, and treasurer.

Section 2: Each officer shall hold their office for one year. Elections shall take place at the March meeting and officers shall assume their duties at the April meeting.

Section 3: An election committee shall be formed consisting of two (2) members of the executive committee and two (2) persons from the membership. The election committee shall collect the names of the candidates beginning at the January meeting for the offices referenced above and present a ballot of candidates to the membership at the March meeting, when the election shall be held. Additional nominations may be made from the floor and voting shall be limited to nominees. Once nominations have ceased, the eligible members shall vote. If none of the positions are contested, then members may vote for the

officers as a slate. If any position is contested, the members must vote for each individual position by ballot.

Section 4: All elections shall be by the majority of those present and eligible to vote.

Section 5: Any vacancy may be filled by a majority vote of the executive committee. The newly appointed officer shall serve the remainder of that officer's current term.

ARTICLE IX: Executive Committee

Section 1: An executive committee of the HCPPO shall be formed and consist of the HCPPO's officers and the principal of HCP, who shall serve as a non-voting member.

Section 2: The principal shall be the liaison between the HCPPO and HCP and shall present all suggested projects to the proper HCP officials for possible approval.

Section 3: The duties of the executive committee shall be as follows: to discuss projects and set the agenda for each HCPPO meeting; to present a list of committees it deems necessary and members of each committee to the membership for approval; to approve the plans of the committees of the HCPPO; to present a report at membership meetings; to prepare a budget for the upcoming fiscal year; and to appoint a committee to review bylaws as needed.

Section 4: Each committee chairperson shall present the committee's plans to the executive committee prior to execution of the same. Any expenditure for such plans shall be presented to the executive committee for advance approval.

Section 5: Regular meetings of the executive committee shall be held during the school year. The time, place and regularity of such meetings shall be determined by the executive committee at its first meeting of the year

Section 6: Special meetings of the executive committee may be called by the president, by the principal, or by a majority of the members of the executive committee upon at least forty-eight (48) hours' notice.

ARTICLE X: Duties of Officers

President

1. Chairs the HCPPO and executive committee meetings.
2. Works closely with the principal to ensure effective communication between the members and the school.
3. Plans the agenda, schedules special and executive committee meetings, and meets regularly with the principal.
4. Works in collaboration with the executive committee to ensure each committee has a chairperson.
5. Consults with and supports committee chairpersons to ensure the HCPPO's purpose is served.

6. Provides a monthly report to the HICD Governance Board at its regularly scheduled board meetings.
7. Advocates for HICD and HCP and supports decisions made by the governance board and the principal.

Vice President

1. Works closely with the president and assumes his/her duties when necessary.
2. Attends the HCPPO and executive committee meetings.
3. Assumes the position of president if for any reason the elected president is unable to fulfill the position's duties until such time as an election is held to elect a president.
4. Organizes the nomination and election of officers each spring.

Secretary

1. Establishes a system for obtaining parent/guardian suggestions/comments and processes requests for topics to be added to the monthly meeting agenda.
2. Prepares and distributes the meeting agenda at least two (2) days prior to the meeting to all parent/guardian members, committee chairs, and principal.
3. Attends and accurately documents the HCPPO meetings.
 - a. Distributes minutes to executive committee members for approval with the agenda in a timely fashion.
 - b. Distributes approved minutes to the parent/guardian members with the agenda.
4. Attends the HCPPO and executive committee meetings.
5. Maintains a historical record which shall include the following: agendas, treasurer's reports, and minutes from all the HCPPO and executive committee meetings.
6. Maintains an up-to-date directory of the committee chairs and members.
7. Assists the vice president with the nominations and elections of officers.

Treasurer

1. Prepares a projected budget for the upcoming year's revenue and expenses.
2. Works closely with the school's business manager to maintain accurate account information.
3. Oversees spending of all committees, events, and budget allocations.
4. Attends and presents financial reports at HCPPO and executive committee meetings.
5. Attends the HCPPO and executive committee meetings.

All officers are required to attend all of the HCPPO and executive committee meetings. Any officer who is absent from three (3) consecutive regular HCPPO meetings shall be considered to have resigned their position due to non-participation, and his/her position shall be declared vacant unless the executive committee votes to retain that person as an officer of the HCPPO.

ARTICLE XI: Committees

Section 1: All committees, including the executive and election committees, are formed to provide a specific service for one year or more.

Section 2: All committees sought to be formed by the executive committee must be approved by a vote of the HCPPO members present when such motion is offered.

Section 3: The scope and purpose of the committee shall be set forth in any motion for such committee.

Section 4: No committee shall have the authority or power to bind HICD, and all decisions of any committee must be approved by a vote of the HCPPO members before such will be in effect.

Section 5: Committees, including the executive committee, shall be advisory in nature only and shall not have any authority to bind the HCPPO or HICD.

ARTICLE XII: Meetings

Section 1: The HCPPO shall meet monthly as determined by the executive committee during the school year.

Section 2: Members present and eligible to vote at a duly called meeting shall constitute a quorum.

Section 3: The privilege of holding office, making motions, debating, and voting shall be limited to members of the HCPPO whose dues are current unless exempted.

ARTICLE XIII: Governance Board Membership

Section 1: The members shall elect one parent/guardian to serve on the HICD Governance Board as the parent/guardian representative for the incoming 9th grade. Nominations shall be accepted at the August meeting and at least ten (10) days prior the September meeting. Election of the freshman parent/guardian member to the governance board will be by a majority of the HCPPO members present and voting at the September meeting, with said voting being by secret ballot. If there are two (2) or more candidates for the position and no candidate receives over fifty percent (50%) of the vote, a runoff election will immediately take place between those two (2) candidates. The candidate who wins a majority of the votes in the runoff shall be elected to the position.

Section 2: Parent/guardian members of the HICD Governance Board will be required to abide by the HICD Bylaws and shall serve until their child graduates.

Section 3: Should a parent/guardian no longer be able to serve on the HICD Governance Board, they shall notify the governance board as soon as possible.

Section 4: In the event a vacancy of a parent/guardian member is created on the HICD Governance Board, the HICD Governance Board's executive committee shall nominate a parent/guardian of the same member status (i.e., student grade level) to fill the position; the nominee shall be voted on by the parent/guardian members.

ARTICLE XIV: Amendments

Amendments to these bylaws may be proposed to the HICD Governance Board for approval provided the proposed amendment has been approved by the HCPPO Executive Committee, presented as a resolution for approval at an HCPPO meeting, and passed with a 2/3 vote at the following month's HCPPO meeting.

All bylaw amendments must be approved by the HICD Governance Board before such become effective.

ARTICLE XV: Bylaws Effective Date

These bylaws shall become effective and shall supersede all prior versions upon the date on which they are signed by the HCPPO President, countersigned by the HICD Governance Board President, and witnessed by the HICD Governance Board Secretary.

Signed this ____ day of _____, 2023.

HCPPO President

HICD Governance Board President

HICD Governance Board Secretary