

HORSE CREEK ACADEMY PARENT TEACHER ORGANIZATION

BYLAWS • WORKING DRAFT

Prepared for review and adoption • September 2026

ARTICLE I — NAME

The name of this organization shall be the Horse Creek Academy Parent Teacher Organization, hereinafter referred to as the “HCA PTO” or the “PTO.”

ARTICLE II — MISSION AND PURPOSE

The HCA PTO exists to strengthen the partnership among families, educators, and Horse Creek Academy; support students and staff; build community; encourage meaningful family involvement and volunteer service; and provide programs, events, resources, and fundraising support that enhance the student experience.

The PTO shall operate in a manner consistent with the mission, policies, and educational purposes of Horse Creek Academy and shall not be organized or operated for the private benefit of any individual.

ARTICLE III — RELATIONSHIP TO HORSE CREEK ACADEMY

The HCA PTO is a parent-led support organization serving Horse Creek Academy. The PTO does not govern Horse Creek Academy, direct or supervise school employees, establish school policy, make decisions regarding students or personnel, or otherwise exercise authority reserved to the Horse Creek Academy Board of Directors or school administration.

The PTO may not obligate Horse Creek Academy financially, enter into agreements on behalf of the school, or represent itself as an official spokesperson for Horse Creek Academy without prior authorization.

Activities conducted on the HCA campus or using the HCA name, logo, branding, communication systems, or other school resources are subject to school approval and applicable school policies.

ARTICLE IV — MEMBERSHIP

Section 1. General Membership

Parents and legal guardians of currently enrolled Horse Creek Academy students and current Horse Creek Academy employees may participate as general members of the PTO. No membership dues shall be required unless established by an amendment to these bylaws.

Section 2. Participation

General members may attend meetings, participate in PTO activities and committees, volunteer, and provide input consistent with these bylaws. Eligibility to serve on the Executive Board is governed by Article V.

ARTICLE V — EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall consist of the elected officers of the HCA PTO. Executive Board positions shall be held by parents or legal guardians of currently enrolled Horse Creek Academy students.

Employees of Horse Creek Academy are not eligible to serve as elected officers or voting members of the Executive Board. This provision is intended to preserve and promote parent leadership of the PTO.

HCA employees may participate in the PTO as general members, volunteers, committee members, or other non-executive roles as permitted by these bylaws.

The HCA School Representative, as provided in Article VI, shall serve as a non-voting, ex-officio participant in Executive Board meetings.

Section 2. Officers

The elected officers shall include, at minimum, a President, Vice President, and Treasurer. Additional elected officer positions may be established by amendment to these bylaws.

Section 3. General Duties

Executive Board members shall carry out the responsibilities of their offices, act in the best interests of the PTO and Horse Creek Academy community, maintain appropriate records, safeguard PTO assets and information, and support an orderly transition of leadership.

ARTICLE VI — SCHOOL REPRESENTATIVE

Section 1. Designation

The Chief Impact and Communications Officer of Horse Creek Academy, or another individual designated by the Head of School, shall serve as the official School Representative to the PTO.

Section 2. Role

The School Representative shall serve as a non-voting, ex-officio participant in Executive Board meetings and shall act as the primary liaison between Horse Creek Academy and the PTO. The School Representative may provide guidance regarding school operations, calendars, communications, branding, facilities, volunteers, events, and other matters affecting the relationship between the PTO and the school.

Section 3. School Authority

Nothing in these bylaws shall limit the authority of the Head of School, Horse Creek Academy Board of Directors, or their designees over school operations, employees, students, facilities, communications, safety, or school policy.

ARTICLE VII — ELECTIONS AND TERMS OF OFFICE

Section 1. Annual Elections

Elections for Executive Board officers shall be held annually in conjunction with the final general PTO meeting of the school year, typically held in May. The date of the election and information regarding nominations shall be communicated to HCA families at least thirty (30) days in advance.

Section 2. Nominations

The PTO shall openly solicit nominations and expressions of interest from eligible parents and guardians prior to the annual election. Nomination opportunities shall be communicated broadly to HCA families through school-approved communication channels.

An eligible individual may nominate themselves or another eligible parent or guardian. No individual's name shall be placed into nomination without that person's consent.

The names of known candidates shall be communicated to the membership prior to the election. Additional nominations may be accepted before nominations are formally closed.

Section 3. Voting and Election

Elections may be conducted electronically or in conjunction with a general PTO meeting, as determined and communicated in advance. Each eligible parent or legal guardian participating in the election shall be entitled to one vote for each office.

When only one candidate is nominated for an office, the candidate may be elected by acclamation. When two or more candidates seek the same office, voting shall be by secret ballot or secure electronic ballot. The candidate receiving the greatest number of votes shall be elected. In the event of a tie, a runoff election shall be conducted between the tied candidates.

Section 4. Terms of Office

Officers shall serve a term of one (1) year. Newly elected officers shall assume office at the conclusion of the final general PTO meeting of the school year and shall serve until the conclusion of the final general PTO meeting of the following school year.

An officer may serve no more than two (2) consecutive terms in the same office. If, after reasonable efforts to recruit candidates, no eligible candidate is willing to seek an office, an incumbent who has reached the two-term limit may be elected to serve one additional one-year term.

Service for a partial term of six (6) months or less shall not count toward the consecutive-term limit.

Section 5. One Office Per Person

No individual may hold more than one elected Executive Board office at the same time.

Section 6. Transition of Leadership

Outgoing officers shall work with newly elected officers to ensure an orderly transition of leadership. All PTO records, financial information, account access, passwords, documents, inventories, and other organizational property associated with an office shall be transferred to the incoming officer within thirty (30) days following the election.

Section 7. Vacancies and Special Elections

If a vacancy occurs in an elected Executive Board position before the annual election, the vacancy shall be communicated to HCA parents and guardians, and eligible individuals shall be given an opportunity to submit their names for consideration.

A special election shall be held within thirty (30) days of the vacancy, when reasonably practicable. Notice of the special election, including the vacant position, nomination process, and voting information, shall be provided to HCA parents and guardians.

The special election may be conducted electronically or in conjunction with a general PTO meeting. The candidate receiving the greatest number of votes shall be elected to fill the vacancy and shall serve for the

remainder of the unexpired term. In the event of a tie, a runoff election shall be conducted between the tied candidates.

In the event of a vacancy in the office of President, the Vice President shall serve as Interim President until the special election is completed. For vacancies in other offices, the Executive Board may temporarily assign the responsibilities of the vacant office to another officer until the special election is completed.

If fewer than ninety (90) days remain in the term when a vacancy occurs, the Executive Board, in consultation with the HCA School Representative, may determine that a special election is unnecessary and may appoint an eligible parent or guardian to complete the remainder of the term.

Section 8. Removal from Office

An officer may be removed for failure to fulfill the duties of the office, violation of these bylaws or applicable PTO policies, misuse of PTO funds or property, conduct materially detrimental to the organization, or repeated failure to participate in required meetings or activities.

The officer shall receive reasonable notice of the concern and an opportunity to respond before removal. Removal shall require a two-thirds (2/3) vote of the remaining voting members of the Executive Board.

ARTICLE VIII — MEETINGS AND VOTING

Section 1. General Meetings

General PTO meetings shall be held at times and dates determined by the Executive Board in coordination with the School Representative and the school calendar. Reasonable notice shall be provided to families.

Section 2. Executive Board Meetings

The Executive Board may meet as needed to conduct PTO business. The School Representative shall be included in notice of Executive Board meetings.

Section 3. Electronic Participation

The PTO may conduct meetings, votes, or other organizational business through electronic means when appropriate, provided that reasonable steps are taken to ensure fair participation and accurate results.

Section 4. Quorum

A majority of the voting members of the Executive Board shall constitute a quorum for Executive Board business. For general membership business, those eligible members participating in a properly noticed meeting or electronic vote shall constitute the voting body unless otherwise specified in these bylaws.

ARTICLE IX — COMMITTEES

The Executive Board may establish standing or special committees as needed to carry out the work of the PTO. Committees may include parents, guardians, staff members, and other approved volunteers.

Specific committee structures, annual events, procedures, and operational practices may be established through standing rules rather than incorporated into these bylaws.

Committee chairs do not become voting members of the Executive Board unless separately elected to an Executive Board office.

ARTICLE X — FINANCIAL CONTROLS

Section 1. Fiscal Responsibility

PTO funds shall be used solely to advance the purposes of the organization and benefit the Horse Creek Academy community. The Executive Board shall maintain appropriate financial records and operate according to an annual budget and in conjunction with HCA's Director of Finance.

Section 2. Budget

A proposed annual budget shall be prepared by the Executive Board and presented for approval in accordance with procedures established by the PTO. Material changes to the approved budget shall be documented and approved.

Section 3. Financial Safeguards

The PTO shall maintain reasonable internal controls, including documented receipts and reimbursements, appropriate authorization of expenditures, regular financial reporting, and separation of financial responsibilities when practicable. No individual shall use PTO funds, accounts, property, or purchasing authority for personal benefit.

Section 4. Financial Review

PTO financial records shall be reviewed at least annually by individuals who are not solely responsible for maintaining the records being reviewed. The Executive Board may establish additional financial procedures through standing rules or adopted financial policies.

ARTICLE XI — FUNDRAISING AND USE OF FUNDS

Fundraising activities shall support the mission and purposes of the PTO and shall be coordinated with Horse Creek Academy. Fundraising conducted on behalf of the PTO or using the HCA name, campus, students, families, or communication channels is subject to school approval.

PTO funds shall not be distributed for the private benefit of individual members. Decisions regarding grants, purchases, events, programs, or other uses of funds shall be made in accordance with the approved budget and applicable PTO procedures.

ARTICLE XII — COMMUNICATIONS, BRANDING, AND SCHOOL NAME

The Horse Creek Academy name, logos, marks, colors, photographs, communication platforms, family contact information, and other school-owned or school-managed resources may be used by the PTO only in accordance with school policies and with appropriate authorization.

Public statements, media communications, sponsorship materials, social media accounts, mass family communications, and promotional materials representing or reasonably appearing to represent Horse Creek Academy shall be coordinated with the HCA School Representative or appropriate school designee.

ARTICLE XIII — CONFLICT OF INTEREST

Executive Board members and individuals acting on behalf of the PTO shall disclose any actual or potential conflict of interest involving PTO business. An individual with a material personal, family, employment, or financial interest in a matter shall disclose that interest and, when appropriate, refrain from voting on or directing the matter.

The PTO may adopt a separate conflict-of-interest policy consistent with these bylaws.

ARTICLE XIV — PARLIAMENTARY AUTHORITY

The current edition of Robert’s Rules of Order Newly Revised may serve as a procedural guide for matters not addressed by these bylaws, provided that its application does not conflict with these bylaws, school policy, or applicable law. Meetings are intended to remain accessible, practical, and focused on the work of the PTO.

ARTICLE XV — AMENDMENTS

These bylaws may be amended when proposed changes have been provided to the PTO membership with reasonable advance notice. Adoption of an amendment shall require a two-thirds (2/3) vote of eligible members participating in the properly noticed vote.

Amendments may be voted upon electronically or at a general PTO meeting. Proposed amendments affecting the relationship between the PTO and Horse Creek Academy, use of the school name or resources, school representation, or school authority shall be reviewed with the HCA School Representative prior to being presented for adoption.

ARTICLE XVI — DISSOLUTION

Upon dissolution of the HCA PTO, and after payment of all lawful obligations, remaining assets shall be distributed for one or more educational or charitable purposes consistent with applicable law and the organization’s tax status. No remaining assets shall be distributed to individual members or officers.

To the extent legally permissible and consistent with the PTO’s organizational and tax status, preference shall be given to transferring remaining assets for the benefit of Horse Creek Academy students or to a qualifying nonprofit organization serving substantially similar educational purposes.

ADOPTION

These bylaws were adopted by the membership of the Horse Creek Academy Parent Teacher Organization on _____ and supersede any prior bylaws of the organization.

PTO President	Date
PTO Secretary	Date
HCA School Representative	Date
Head of School / Designee	Date

WORKING DRAFT — FOR REVIEW