

# **Harrison Center for the Arts Parents Association, Inc.**

## **Rules and Guidelines of Procedure**

### **Purpose**

The parents and friends of the students of the Lois Cowles Harrison Center for the Visual and Performing Arts (hereafter referred to as Harrison School for the Arts), which includes the Creative Writing, Dance, Orchestra, Piano, Theatre, Theatre Tech, Musical Theatre, Jazz Band, Visual Arts, Guitar, Motion Picture Arts and ~~Vocal~~ Choral Departments, maintain the Harrison Center for the Arts Parents' Association, Inc. (hereafter referred to as the HPA. The purpose of the HPA is to support the arts in Polk County by providing financial and volunteer support to Harrison School for the Arts as well as by serving as a link between Harrison and the community. The HPA is incorporated as a non-profit 501(c)(3) organization and all gifts to the organization are tax-deductible as governed by existing tax laws.

### **Objectives**

The objectives of the HPA include:

1. To arouse, stimulate, and maintain an enthusiastic interest in all phases of the fine arts programs at Harrison School for the Arts.
2. To cooperate with and support those in charge of Harrison School for the Arts programs and the Polk County School Board, working to ensure that Harrison be kept at the highest degree of quality and efficiency.
3. To develop a closer relationship between parents and the school, fostering interest in our students for education and the appreciation and performance of the fine arts.
4. To assist with Harrison School for the Arts programs and activities.

### **Membership and Responsibilities**

The members of the HPA executive board for the following year shall be proposed by the nominating committee and presented to the association executive board members in the spring of each year. Upon majority vote of the current executive board, the proposed executive-board slate will be presented to the HPA for a vote. If elected, the proposed executive board slate will serve a one-year term. The Department Representatives will be appointed each year for a one-year term.

Members of the executive board, with the exception of Treasurer, shall be limited to serving no more than two consecutive years in any position or capacity. Due to the special skills and qualifications required of the Treasurer, there will be no term limits placed on the office of treasurer.

Upon payment of annual dues (set annually by the executive board), all members of the HPA will have full voting rights in matters brought before the membership requiring a vote.

**Executive Board membership shall consist of the following:**

**President:** The president shall preside at all meetings of the Parents' Association and will assist the principal in seeing that all committees are functioning properly. With the assistance of the principal and the nominating committee, the president will develop a list of executive board members and committee chairs to serve the HPA during his/her tenure as president. The responsibilities of the president are detailed and kept current in the position description for this office.

**President-Elect:** The president-elect will perform the functions of the president when the president is unavailable. The president-elect will oversee publicity for all arts departments as well as oversee the annual school-wide fundraiser event. The president-elect will prepare to serve as president for the following year, therefore maintaining continuity for the HPA executive board. The responsibilities of the president-elect are detailed and kept current in the position description for this office.

**Past-President:** The past president will attend executive board and association board meetings during the term to provide continuity in leadership for the HPA. The responsibilities of the past president are detailed and kept current in the position description for this office.

**Secretary:** The secretary shall keep accurate records and minutes of all meetings and attend to the correspondence for business and parent relations. The responsibilities of the secretary are detailed and kept current in the position description for this office.

**Treasurer:** The treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately as well as a complete record of all funds. A financial statement will be supplied monthly or as deemed necessary by any school official, the HPA president or the principal. At the end of the year, an Annual Financial Report will be prepared and copies will be made available to the executive board and

members. This report will become a part of the permanent records of the organization. The responsibilities of the treasurer are detailed and kept current in the position description for this office. In order to perform the duties of this office, the HPA treasurer should have experience in bookkeeping or accounting, have access to computer accounting software, and preferably should have served on the executive board before assuming the office of treasurer.

**Assistant Treasurer:** The assistant treasurer shall assist the treasurer in their position functions while training to become the treasurer for the HPA. The assistant treasurer shall preferably be the parent of an “underclassman” to provide continuity on the executive board. The responsibilities of the assistant treasurer are detailed and kept current in the position description for this office.

**Faculty Representative:** A member of the Harrison School for the Arts faculty shall be elected by the faculty to serve as a representative to the HPA executive board. The responsibilities of the faculty representative are detailed and kept current in the position description for this office.

**VIPS Coordinator:** The VIPS Coordinator will develop a record of all Harrison School for the Arts volunteers and will provide a list of volunteers approved by the Polk County School Board to Parents’ Association members and Harrison faculty and staff as needed. The responsibilities of the VIPS coordinator are detailed and kept current in the position description for this office.

**Principal:** The principal of Harrison School for the Arts is also a member of the executive board.

**Other HPA leadership positions include:**

**Department Representatives:** Each arts discipline will be represented in the HPA by a Department Representative. The Department Representative will serve as a liaison between the HPA executive board, association members, and the parents, students, and faculty of their respective departments. The Department Representatives will keep the president and principal informed as to plans and financial matters in their particular arts area. In matters of fundraising the Department Representatives will coordinate efforts with the departmental teacher(s) prior to communication with the president and principal. A Department Representative will be appointed for each of the arts disciplines offered at Harrison School for the Arts. They currently include: Creative Writing, Dance, Theatre, Theatre Tech, Musical Theatre, Orchestra, Piano, Guitar, Motion Picture Arts, Jazz Band, Visual Arts and Choral Music. All fundraisers must have approval

of the principal and a written request on file with the principal's secretary. The responsibilities of each Department Representative are detailed and kept current in the position description for this office.

**TEMPO Representative:** The TEMPO representative will serve as a liaison between the HPA and the Lakeland High School parent organization, attending both monthly meetings and reporting on the activities of each organization. The responsibilities for the TEMPO representative are detailed and kept current in the position description for this office.

**Standing Committees;**

The Standing Committees of the HPA are committees with responsibilities ongoing from one year to the next. Chairs for these committees will be proposed by the nominating committee and accepted by a majority vote of the HPA executive board, and will serve a one-year term.

**Box Office Committee:** The box office committee will be composed of a chair and volunteer support identified through the VIPS process. The box office committee will be responsible for running the box office. The functions are described in the position description for this office.

**Budget Committee:** The budget committee will be composed of the executive board. This committee will meet prior to the end of the school year and prepare an annual budget for the coming year to be presented at the final current-year meeting of the HPA. A majority vote of the HPA members is required for the budget to be adopted.

**Hospitality Committee:** The hospitality committee shall consist of a chair and volunteer support identified through the VIPS process. The hospitality committee will be responsible for planning and implementing the hospitality functions described in the position description for this office.

**Publicity/Fund Development Coordinator (contracted position – not governed by the Harrison Parents' Association):** The publicity/fund development coordinator shall work with the principal. This person will be responsible for the planning and implementing distribution of information regarding the events and activities at Harrison School for the Arts. The functions are described in the position description for this office.

**Nominating Committee:** The nominating committee shall consist of the president, president-elect, past president, VIPS coordinator, and the principal. This committee will meet in the spring of each year to prepare a slate of officers to be proposed to the HPA executive board slate at the penultimate meeting and voted on at the final annual meeting.

**Senior Banquet:** The senior banquet committee shall consist of a chair (preferably parent of an underclassman) and committee members identified through the VIPS process for the purpose of planning and carrying out the annual senior banquet. The responsibilities of the senior banquet committee are detailed and kept current in the position description for this office.

**Senior Breakfast:** The senior breakfast committee shall consist of a chair (preferably parent of an underclassman) and committee members identified through the VIPS process for the purpose of planning and carrying out the annual senior breakfast. The responsibilities of the senior breakfast committee are detailed and kept current in the position description for this office.

### **Ad Hoc Committees**

Ad hoc committees may be appointed by the president at any time for the purpose of fulfilling time-limited functions and obligations during the tenure of the president. Chairs of the ad hoc committees will serve as non-voting members of the HPA executive board for the duration of their assignment.

### **Parents' Association Membership**

The membership of the HPA will consist of all paid memberships of parents and friends of the students currently enrolled in Harrison School for the Arts. HPA members will be invited to all HPA meetings, and shall have full voting privileges in matters requiring a vote. Dues are assessed annually and are set by the executive board.

### **Meetings**

The HPA shall hold at least one meeting each year for the purpose of introducing members to the organization, its purpose, and its activities. The schedule of HPA meetings shall be determined by the board and shall be held a minimum of four times throughout the year. All meetings of the HPA, its executive board, and its committees are open for attendance to members of the HPA, and Harrison faculty and staff.

## **Elections**

A nominating committee chaired by the president and consisting of the president, president-elect, past president, VIPS coordinator, and principal shall propose a slate of executive board members for the coming year at the penultimate meeting of the HPA. Nominations may be made from the floor at this time. The proposed executive board members shall be approved by majority vote at the final annual meeting.

## **Removal From Office**

HPA executive board members and/or Department Representatives who are consistently absent from scheduled meetings may be asked to step down from their position(s) and a replacement will be appointed by the current executive board.

## **Changes to the Rules and Guidelines of Procedure**

The rules and guidelines of procedure for the HPA may be changed by majority vote of the HPA with 30 days advance notification.

*Updated May 19, 2014*

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