

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 Choral, Creative Writing, Dance, Guitar, Jazz, Motion Picture Arts, Musical Theatre, Orchestra, Piano, Theatre, Theatre Tech, and Visual Arts 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 HPA 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 HPA Executive Board, with the exception of the Treasurers, shall be limited to serving no more than two consecutive years in any position or capacity. Due to the special skill and qualifications required of the Treasurers, there will be no term limits placed on that office.

Upon payment of annual dues (set annually by the HPA 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 Harrison 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 President will participate as a member of the HPA Philanthropy Committee and will sit on the Harrison School for the Arts Advisory Committee.

President-Elect: The President-elect will perform the functions of the President when the President is unavailable. The President-elect will oversee the annual school-wide fundraiser event. The President-elect will also prepare to serve as President for the following year, therefore maintaining continuity for the HPA Executive Board. The President-elect will participate on the HPA Philanthropy Committee to begin learning about the processes and opportunities of financially supporting Harrison School for the Arts.

Past-President: The Past-president will attend executive board and association meetings during the term to provide continuity in leadership for the HPA. The Past-president will also continue to serve on the HPA Philanthropy Committee.

Secretary: The Secretary shall keep accurate records and minutes of all meetings and attend to the HPA correspondence for business and parent relations. The Secretary will also receive and document department reports submitted regularly by the Department Representatives.

Treasurers: The treasurers 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 a 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 Treasurers shall provide year-end reports to the tax return preparer within 60 days after the fiscal year-end and timely address any questions and/or provide additional information as requested by the tax return preparer. In order to perform the duties of this office, the HPA treasurers 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.

Co-Treasurer (Transactions): This co-Treasurer is responsible for opening HPA mail, writing checks as per approved Check Requests, preparing and taking deposits to the bank, and providing all copies of check requests, deposits, deposit slips, credit card charge requests, bank statements, and other pertinent documents to the Reporting co-Treasurer.

Co-Treasurer (Reporting): This co-Treasurer is responsible for entering transactions into the accounting system and Google docs, reconciling bank and credit card statements, researching discrepancies and communicating any issues to the HPA President or appropriate school official, preparing the Monthly Fund Reconciliation report, preparing the monthly Budget vs. Actual report, and providing copies of all

monthly reports to the Executive Board. This co-Treasurer will also be responsible for completing the Annual Financial Report and providing applicable information to the tax return preparer.

Parent Involvement Coordinator: The Parent Involvement Coordinator will work closely with the Harrison School for the Arts staff Volunteer Coordinator to develop a record of all active Harrison School for the Arts volunteers. The Parent Involvement Coordinator can then provide a list of volunteers approved by the Polk County School Board to HPA members and Harrison faculty and staff as needed. The Parent Involvement Coordinator will also work to organize and execute efforts to appreciate the Harrison School for the Arts faculty and staff including small seasonal teacher appreciation gifts or treats and the larger Teacher Appreciation Week that takes place annually.

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 Faculty Representative will serve as a liaison between the faculty and the HPA, sharing information and insight for the benefit of the school.

Publicity and Fund Development Director (FDD): The Publicity and Fund Development Director works directly with the Principal to oversee the annual Development Plan, Philanthropy Committee, all Publicity/Press Releases as well as social media posts. The FDD writes the annual plan and provides an annual progress report to the HPA Executive Board and Principal. The FDD also oversees and/or coordinates any fundraising campaigns such as capital, tiered giving and HPA memberships. The FDD is not a voting member of the HPA Executive Board.

Principal: The Principal of Harrison School for the Arts is also a member of the Executive Board and the Philanthropy Committee.

Assistant Principal: The Assistant Principal will attend Executive Board meetings and will act in the Principal's stead when the Principal is absent.

Other HPA leadership positions include:

Department Representatives: Each arts department 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 Representative will submit regular departmental reports to the Secretary as requested and will attend the four (4) HPA General meetings. They will coordinate and secure approved volunteers for specific department needs and will keep the 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 Principal. All fundraisers must have the approval of the Principal and a written request must be kept on file with the Principal's Secretary. A Department Representative will be appointed for each of the arts disciplines offered at Harrison School for the Arts.

Parent Teacher Partnership (PTP) Representative: The PTP Representative will serve as a liaison between the HPA and the Lakeland High School parent organization, attending PTP meetings and HPA General meetings and reporting on the activities of each. They will also make the HPA President and the Principal aware of any pertinent information that is shared at PTP meetings.

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. The Standing Committees currently include: Box Office Committee, Budget Committee,

Nominating Committee, Philanthropy Committee, Red Carpet Committee, and the Senior Breakfast Committee.

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.

Budget Committee: The Budget Committee will be composed of the HPA 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 General Membership. A majority vote of the HPA members in attendance is required for the budget to be adopted.

Nominating Committee: The Nominating Committee shall consist of the President, President-elect, Past-president, Parent Involvement 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 and voted on at the final HPA General Meeting of the school year.

Philanthropy Committee: The purpose of the Philanthropy Committee at Harrison School for the Arts is to assist the Fund Development Director in carrying out the activities articulated in the annual Fund Development Plan. All activities are designed to support the overall fundraising process including identification, cultivation, solicitation and stewardship of current and prospective donors. The Philanthropy Committee plays a vital role in ensuring that all fundraising goals and objectives are met.

Red Carpet Committee: The Red Carpet Committee will consist of a Chair (HPA President-elect) and PCSB approved volunteers. The committee will be responsible for planning and implementing the Harrison School for the Arts annual fundraiser, which is currently the Red Carpet Event and Silent Auction.

Senior Breakfast Committee: The Senior Breakfast Committee shall consist of a Chair (preferably a parent of an underclassman) and approved volunteer committee members for the purpose of planning and carrying out the annual senior breakfast.

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 HPA 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, Harrison faculty and staff.

Elections

The Nominating Committee described above shall propose a slate of executive board members for the coming year at the penultimate HPA Executive Board meeting. Once approved by the HPA Executive Board, the slate will be proposed to the HPA General Membership and voted on

at the final annual meeting. Nominations may be made from the floor at the final annual meeting when the slate is proposed and the slate must be approved by a majority vote.

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 HPA Executive Board.

Changes to the Rules and Guidelines of Procedure

The Rules and Guidelines of Procedure for the HPA may be changed by a majority vote of the HPA General Membership with 30 days advance notification.

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