

TRINITY PARENTS ORGANIZATION BYLAWS

Article I Name

The name of this organization shall be the Trinity Parents Organization, hereinafter referred to as TPO, or the organization.

Article II Purpose

The purpose of this organization shall be to support and enhance school sponsored events through volunteerism and financial assistance, and to foster a spirit of friendship and community among the parents of Trinity Preparatory School, hereinafter referred to as TPS.

Article III Members and Dues

Section 1. All parents and guardians of students attending TPS are members of TPO.

Section 2. Dues shall be evaluated and established each year prior to the beginning of the school year and assessed annually by the TPO Executive Committee.

Article IV Officers and their Election

Section 1. Each officer of this organization shall be a member of TPO.

Section 2. Executive Committee Officers and their election.

- a. The elected officers of this organization shall consist of a President, 1st Vice President of Student Activities, 2nd Vice President of Enrichment and Development, 3rd Vice President of Social, Vice President of the Nominating Committee, Treasurer, and Secretary. These officers shall constitute the Executive Committee.
- b. Election of officers shall be held at the final meeting, and shall be determined by the majority of those present and voting.
- c. Officers shall assume their official duties following the end of the school year.
- d. The Vice President of the Nominating Committee shall serve a one year term.
- e. The following offices are two year terms: President, 1st Vice President of Student Activities, 2nd Vice President of Enrichment and Development, 3rd Vice President of Social, Treasurer, and Secretary.
 - No officer shall be eligible for re-election to the same office after serving one full term.
 - The Treasurer, the Secretary, and the 3rd Vice President of Social shall be

- elected in odd years.
 - The President, the 1st Vice President of Student Activities, and the 2nd Vice President of Enrichment and Development shall be elected in even years.
- f. Any vacancy, except the office of President, shall be recommended by the Nominating Committee, with the approval of the Board of Directors, to serve the remainder of the term. In the event of a vacancy in the office of President, the 1st Vice President of Student Activities shall assume the office for the remainder of the term. If the 1st Vice President is unable to assume the presidency, the Nominating Committee shall recommend a member of the organization who is appropriate, subject to the approval by the Board of Directors.

Article V Nominating Committee

Purpose: The Nominating Committee is committed to work throughout the year to seek qualified members of the TPS community to serve as officers, committee chairs, grade parents, and shadows.

Section 1. Members and appointment.

- a. The Vice President of the Nominating Committee is slated and elected as a member of the Executive Committee for a one year term.
- b. The Nominating Committee shall consist of the Vice President of the Nominating Committee, the Head of School and/or his/her Director of Parent Relations, two Middle School parent representatives, two Upper School parent representatives, and two members at large. Each member shall serve no more than a two year term.
- c. No members of the Nominating Committee shall be slated for an Executive Committee office, except for the Vice President of Nominating.
- d. The Head of School and/or his/her Director of Parent Relations are non-voting members of the committee.
- e. It is recommended the Vice President of the Nominating Committee shall have been a member of the prior year's Nominating Committee.
- f. If a vacancy occurs on the Nominating Committee, the Executive Committee shall appoint a replacement.

Section 2. Duties.

- a. The Nominating Committee shall prepare a slate of one candidate for each Executive Committee position, to be posted on the TPS website thirty (30) days prior to the election. Independent nominations, with the written consent of the nominee, may be filed with the Secretary until one week prior to the elections.
- b. If an office becomes vacant, the Nominating Committee shall be contacted and recommend to the Executive Committee a member to fill the remainder of the unexpired term, with the final approval of the Board of Directors.

- c. **The Nominating Committee provides recommendations to the appropriate Vice Presidents for the standing committee chairs.**

Article VI Executive Committee

The Executive Committee shall consist of the President, 1st Vice President of Student Activities, 2nd Vice President of Enrichment and Development, 3rd Vice President of Social, and Vice President of the Nominating Committee, Treasurer and Secretary. These members shall serve until the election and qualification of their successors.

The duties of the Executive Committee shall be to transact emergency business, as needed. The majority of the Executive Committee shall constitute a quorum. The Board of Directors must approve or veto the actions of the Executive Committee.

Section 1. President.

- **Preside at all meetings of the TPO, the Board of Directors, and the Executive Committee to ensure that all orders and resolutions of the TPO, Board of Directors, and the Executive Committee are carried into effect.**
- **May create other committees not specified by the bylaws and may designate the powers and responsibilities of the committees and terms for the committees' appointment.**
- **Is an ex-officio member of all committees except the Nominating Committee.**
- **Is a non-voting member of the TPS Board of Trustees.**

Section 2. Vice Presidents.

- **The 1st Vice President of Student Activities shall assist the President and shall perform all duties of the President in the absence or disability of that officer. The 1st VP shall serve a two year term and shall be an ex-officio member of all committees on his/her council.**
- **The 2nd Vice President of Enrichment and Development and 3rd Vice President of Social shall serve a two-year term and shall be an ex-officio member of all committees on his/her council.**
- **Vice President of the Nominating Committee shall follow the duties set forth in Article V, Section 2 and shall serve a one year term.**

Section 3. Secretary.

- **Shall keep the minutes and attendance of all meetings of the TPO, Board of Directors, and the Executive Committee.**
- **Shall act as parliamentarian at all meetings.**
- **Shall assist the President with all general correspondence and give notice of all meetings.**

- Shall serve a two year term.

Section 4. Treasurer.

- Shall be the custodian of all the funds and financial records of the organization.
- Shall prepare and submit a preliminary budget for the fiscal year.
- Shall maintain and provide financial statements at all meetings of the TPO and the Board of Directors, and shall make a full report at the annual meeting.
- TPS shall examine the accounts annually, either by the business office and/or an authorized auditor.
- Shall serve a two year term.

Section 5. All officers shall

- a. Perform the duties prescribed in the parliamentary authority adopted by the association in addition to those outlined in these bylaws and those assigned from time to time by the members, Board of Directors, or Executive Committee.
- b. Deliver to their successors all official materials and notebooks by the end of the school year.

Article VII

Board of Directors

Section 1. The TPO Board of Directors shall consist of the elected officers of the Executive Committee, the chairs of the standing committees, the Head of School and/or his/her Director of Parent Relations acting as an ex-officio member of the Board.

Section 2. The duties of the TPO Board of Directors may include, but are not limited to:

- a. Present reports at the Board of Directors meeting.
- b. Transact necessary business.

Section 3. When an officer or chair of a standing committee is unable to perform his/her duties, the Executive Committee may declare such a position vacant. Any such vacancy, except the office of President, shall be recommended by the Nominating Committee, with the approval of the Board of Directors to serve the remainder of the term.

Section 4: Each member of the Board of Directors, upon expiration of his/her term of office, or in case of resignation, shall turn over to the Secretary, without delay, all records, books, funds, or other materials pertaining to the position.

Article VIII

Standing and Special Committees

Section 1. The TPO general membership, Board of Directors, or the Executive Committee may

create standing committees as deemed necessary to promote the purposes and carry on the work of the organization. Each standing committee chair shall serve a one year term.

Section 2. Special committees may be created, as needed, by the President or Executive Committee, with the approval of the Board of Directors.

Article IX Meetings

Section 1. Meetings of the organization shall be held at such places and times as decided upon by the Executive Committee.

- a. **Executive Committee meetings**
 - The Executive Committee shall meet, as necessary, to determine policy and discuss matters of importance to TPO and act in emergencies between Board of Directors meetings.
 - The Director of Parent Relations shall be invited to attend all Executive Committee meetings.
 - The President may invite to an Executive Committee meeting any individual whose presence may be helpful in forwarding the specific business for which such individual was invited.
- b. **Board of Directors Meetings**
 - The Board of Directors shall meet in August, January, and as needed to hear reports of Committee Chairs and to carry on other business.
- c. **General Meetings**
 - There shall be at least one general meeting a year, which shall be designated the Annual Meeting. The entire parent body, the faculty, and the administration shall be invited to attend.

Section 2. The August meeting of the Executive Committee shall also be known as the budget meeting.

Section 3. If the General Membership holds an end of the year meeting, it shall also be known as the final meeting of the school year.

Section 4. A special meeting of the organization may be called by the President, and must be called upon the written request of seven members of the organization. Seven days' notice of such meeting must be given.

Section 5. Ten members shall constitute a quorum for the transaction of business in any General or Board of Directors meeting of this organization. Majority approval of those members present and voting is required for all actions that may be proposed.

Article X

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not in conflict with these bylaws.

Article XI Amendments

These bylaws may be amended at any Board of Directors meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given, in writing, fifteen days prior to the meeting at which the amendment is voted upon.

A committee may be appointed to submit a revised set of bylaws as substitute for the existing bylaws only by a majority vote at a regular meeting of the organization, or by a two-thirds vote of the TPO Board of Directors. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Date Adopted: May 9, 1994

Date Revised: March 22, 1999, April 6, 2010, May 11, 2017