

Trinity Episcopal School Parent Teacher Organization

Proposed Restated Bylaws (2015-2016)

1. Name

- A. The formal name of this organization is the Trinity Episcopal School Parent Teacher Organization (PTO).

2. Purpose (Mission Statement)

- A. The purpose of the PTO is to facilitate communication between Trinity Episcopal School, parents, guardians, faculty, staff and the Trinity Episcopal School Board of Trustees, and to foster a sense of school spirit and community at Trinity Episcopal School.

3. Policies

- A. All parents and guardians of children enrolled in Trinity Episcopal School, faculty, staff and TES Board of Trustees members are general members of the PTO.
- B. Dues are normally collected at the beginning of the school year, but will be accepted at any time. The PTO General Membership sets the amount of dues.
- C. Each dues-paying member shall have one vote on matters submitted to the general membership. Voting may take place by voice, written or electronic ballot.
- D. Only dues-paying members are eligible to hold a position of Officer on the Executive Committee or serve as a program or project chairperson of the PTO.

4. General Membership Meeting Procedures and Voting

A. General membership meetings will be held at least twice per school year or once per semester.

B. For voting purposes, a quorum for the general membership meetings will be established if not less than 10% of all voting members are present.

C. A form of order similar to Robert's Rules of Order will be utilized for all general membership meetings.

D. At the end of each general membership meeting, short announcements (1 minute in length) may be made by other TES organizations, clubs or individuals.

E. Under the "New Business" section of the agenda, the general membership may present ideas for PTO projects or direction.

F. For items to be considered for the agenda for general membership meetings, items may be either presented during "New Business" (as stated above) at any general membership meeting or submitted to the Executive Committee before their next meeting.

G. A vote of the general membership may also be conducted by ballot. Ballots may be delivered by e-mail or through other methods of school communication. A vote that is

conducted by ballot shall have the full effect as if it were conducted at a general membership meeting only if:

- a. Each voting member is contacted, or reasonable attempts to contact each member can be demonstrated.
- b. The ballot specifies a date for return with a minimum of a one week period for voting unless the Executive Committee deems that emergency action is necessary in which case the period can be adjusted to fit the circumstances.
- c. A sufficient number of ballots are returned to establish a quorum as required for a vote at a general membership meeting.
- d. An affirmative vote of a majority of the ballots received shall be required for the motion to pass.
- e. A report of the results of the vote is communicated to each member within fifteen (15) school days after the date of such vote.

5. Budget and Funds

- A. The Executive Committee uses the funds collected from member dues to promote the purpose of the PTO. No approval of the general membership is necessary for any general expenditure less than \$500. Any expenditure over \$500 will require a vote before the general membership.
- B. All funds collected or raised for a specific project do not need the approval of general membership regardless of previously stated limit. Any remaining funds collected for specific projects will be deposited into the PTO treasury.
- C. The Executive Committee approves an annual budget for all activities of the PTO and must approve any expenses exceeding that budget. The annual budget is then presented to the Head of School.
- D. All funds of the PTO must be deposited to the credit of the PTO in an account within the finance office of Trinity Episcopal School.
- E. The Head of School and PTO Executive Committee shall review the PTO financial information on a regular basis throughout the year.

6. Executive Committee

- A. The Executive Committee of this organization consists of the following officers: President, President-elect, Past-President, Communications Officer, Treasurer, Assistant Treasurer/Membership Officer, Cultural Enrichment Officer, Parent Education Officer, Parent Workday Officer, Faculty Representatives, Parent Representatives, and the School Representative Officer(s).
- B. The tenure of each office will be one year until the last regular Executive Committee meeting of the year at which time the officers for the succeeding year will take office. (Except the initial year in which the terms of office will begin in Feb. 2006 and last until May 2007).
- C. The President serves in his/her position for one consecutive school year only. (Except the initial term as stated in item B).

- D. An Executive Committee member may resign to the President at any time in writing. A vacancy of any Executive Committee position is filled by a vote of the Executive Committee.
- E. Any member of the Executive Committee may be removed for cause by a two-thirds vote of the Executive Committee.
- F. No Executive Committee member may receive any compensation for services rendered on behalf of the organization.
- G. Regular meetings of the Executive Committee are to be held once a month, on a date to be determined by sitting members. Meeting minutes will be available to all PTO members. Each member of the Executive Committee is entitled to one vote on matters that come before the Executive Committee. Special Executive Committee meetings may be called at the request of the President with appropriate notification and these meeting minutes may be excluded from the general membership. For voting purposes, a quorum for the Executive Committee will be a majority of Executive Committee members present at any meeting.
- H. General duties of the Executive Committee are to oversee coordination of the programs and projects of the PTO, approve a budget for programs and projects, and communicate information regarding the PTO programs and projects to the parents, teachers, and Board of Trustees.
- I. Discussions and deliberations of the Executive Committee may be conducted by e-mail or other electronic means. When business is conducted electronically between meetings, items to be voted on by the Executive Committee shall have a minimum one week discussion period and a minimum one week period for voting unless the Executive Committee deems that urgent action is necessary in which case these time periods can be adjusted to fit the circumstances.

7. Specific Duties of Executive Committee and General Members

- A. The **President** supervises and directs all of the business and affairs of the PTO, presides at all meetings of the Executive Committee and general meetings of the PTO, reviews all programs and projects annually with the Head of School for approval, works with the Treasurer to prepare an annual budget, appoints project chairman with the input of the Executive Committee, sets the agenda for Executive Committee meetings and also selects the Nominating Committee. The President or a designee from the Executive Committee shall serve as the PTO non-voting member on the TES Board of Trustees.
- B. The **President-Elect** performs the duties of the President in his/her absence, supports the President, calls all meetings of the PTO, and works with the Executive Committee to set the agenda for the general membership meeting. The President-Elect will coordinate the Parent Representatives in regards to annual events selected by the PTO and will help Parent Representatives with information and resources for the following events: back-to-school luau (social), Parent (Kid's) Night Out events, PTO Movie Night, and any other projects as developed by the Executive Committee.
- C. The **Treasurer** is responsible for all funds of the PTO, receives and gives receipts for monies due and payable to the PTO, and submits money for deposit to the Head of School or the Finance Office of the school. The Treasurer works with the President to prepare an annual budget. The Treasurer maintains proper financial reporting to the Executive Committee of the PTO and Head of School on a regular basis.
- D. The **Communications Officer** oversees all PTO communication and works with the chairs of each event to produce and distribute PTO information while following any appropriate

editorial guidelines and deadlines set by Trinity Episcopal School. The Communications Officer will record, distribute and hold the minutes of each meeting.

- E. The **Cultural Enrichment Officer** researches various performances to develop an effective Cultural Enrichment program. A variety of visual and performing arts as well as library authors will be introduced to enhance students' awareness of other cultures and to expose them to theater arts such as music, dance, and drama. Where possible the performances will coincide with the students' curriculum. It is at the discretion of the officer to design a committee as needed. The Cultural Enrichment Officer assists the Communications Officer with promotional information about cultural enrichment events.
- F. The **Parent Education Officer** coordinates an annual parent education program. The Parent Education Officer must meet with the Head of School to gain insight on relevant issues to meet the Parent Education goals. Duties include researching, planning and scheduling of speakers, small discussion forums, and book study groups, and facilitating communication of parent education events with the Communications Officer. It is at the discretion of the officer to design any committees as needed.
- G. The **Parent Workday Officer** coordinates an annual Parent Workday in February. The Parent Workday Officer must meet with the school administration to develop projects appropriate for Parent Workday. He/She also assists the Communications Officer with promotional information about Parent Workday. It is at the discretion of the officer to design any committees as needed.
- H. The **Faculty Representative Officers** (3 positions) A faculty representative from Beginning School, Lower School, and Middle School will coordinate an annual Faculty/Curriculum Enhancement program. The Faculty Representative Officer(s) must meet with the Head of School and Faculty to gain insight on relevant issues to meet the Faculty/Curriculum Enhancement goals. Duties include researching, planning, and scheduling of speakers, keeping a recorded faculty "wish list" for programs and materials, and facilitating communication between the PTO and the TES faculty. It is at the discretion of the officer(s) to design any committees as needed.
- I. The **Membership Chairman/Assistant Treasurer** works with the Treasurer to enter all dues and other revenue into a deposit log and distributes the membership information to the Executive Committee. She/he should be familiar with the accounting policies adopted by the PTO. This position should be a step up position and the following year this person becomes the Treasurer. This position should only be filled when all others positions have been filled
- J. **Campus Parent Representatives** (4-8 positions) At least (1) one but not more than (2) two representatives from Beginning School, Lower School K-2nd, Lower School 3rd - 5th and the Middle School will assist the Executive Committee in communications between the PTO and each school campus. Each Parent Representative will serve as chairperson or co-chairperson of at least one special project/event with assistance from the President-Elect.
- K. **School Representative Officer** will coordinate between the PTO and the Head of School to facilitate any programs as designated by the PTO. Trinity Episcopal School's Director of Admissions and Development and/or the Assistant Head of School will hold this position on the Executive Committee.
- L. **Ad Hoc Committees** may be formed upon needs of the PTO, but will not be a part of the Executive Committee.
- M. **General Members** will be active participants in determining the program topics, activities, and direction of the PTO. General Members will be invited to serve on PTO event committees and may serve as chairperson or co-chairperson.

8. Election of Officers

- A. The President selects the Nominating Committee, to be comprised of the current President; two (2) members from the general membership roster of the PTO; the Membership Chair, the four (4) Campus Parent Representative Officers and one (1) Faculty Representative Officer for a total on nine (9) members. The President selects one member of the Nominating committee to act as chair. The School Representative Officer will serve as an advisor to the Nominating Committee.
- B. The Nominating Committee assembles a slate of officers for the next school year.
- C. The slate is formed with input from nomination forms sent to the general membership (one month prior), from the Executive Committee and the Head of School.
- D. The Chair of the Nominating Committee presents the proposed slate to the PTO General Membership and the Head of School. The list of nominees shall be posted on the website and sent home in the students' weekly folders no later than April 30.
- E. The Chair of the Nominating Committee presents the slate of officers for election at the Spring Semester General Meeting of the PTO.

9. Amendment to the Bylaws

- A. These bylaws may be altered, amended, or repealed by a majority vote of those members voting at a General Meeting or a majority of the members voting by ballot, as designated by the Executive Committee or elsewhere within these bylaws.
- B. Any proposed amendment must be submitted or made available to the members at least ten days before the vote.