

# 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 of Florida, hereinafter referred to as TPSF.

## Article III Membership and Budget

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

Section 2. The annual budget of the TPO is determined by the Trinity Preparatory School of Florida. This budget shall be evaluated by the TPO Executive Committee each year no later than November 1st. If the TPO Executive Committee votes to request an adjustment of the budget for the following year, the Executive Committee shall present its request to the Trinity Preparatory School of Florida prior to or before May 1st of the current school year.

## 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 and shall constitute the Executive Committee
  - President
  - Vice President of Student Activities
  - Vice President of Enrichment and Development
  - Vice President of Social
  - Vice President of Athletics
  - Vice President of Fine Arts
  - Vice President of the Nominating Committee
  - Vice President of Senior Activities
  - Vice President Marketing/Communications / Secretary
  - Treasurer
  - President Elect (during President 2nd year only)
- b. Election of officers shall be held at the final meeting of the year, 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, The Vice President of Senior Activities and the President Elect shall serve a one-year term.
- e. The following offices are two-year terms: President, Vice President of Student Activities, Vice President of Enrichment and Development, Vice President of Social, Vice President of Athletics, Vice President of Fine Arts, Treasurer, and

Vice President Marketing/Communications / Secretary.

- No officer shall be eligible for re-election to the same office after serving one full term.
- The Vice President of Marketing/Communications/Secretary, Vice President of Enrichment & Development and Vice President of Athletics and the President shall be elected in even years.
- The Treasurer, Vice President of Student Activities, the Vice President of Social and the Vice President of Fine Arts shall be elected in odd years.
- The President Elect should be elected in odd years and serve a one year term. All efforts should be made to select a current Executive Board Member when possible. The individual in this position will be nominated in even years to fill the position of President.
- The Vice President of Nominating, The Vice President of Senior Activities should be elected yearly.
- Should a vacancy in any TPO Executive Office arise mid-year, the nominating committee shall convene and nominate a nominee to fill the remainder of the vacated term with the approval of the Board of Directors.
- If at any point the President Elect determines that they will be unable to assume the role of President upon the conclusion of their term, they will be asked to resign their position immediately and the Nominating Committee shall recommend a nominee, subject to the approval by the Board of Directors, with priority given to nominees who have previous Executive Committee experience.

## Article V Nominating Committee

Purpose: The Nominating Committee's purpose is to identify qualified volunteers to fill vacancies on the TPO Executive Committee, both on an annual basis and as-needed in the event of Board vacancies.

### Section 1. Members and appointments.

- 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 school appointed representative, two middle school parent representatives, two upper school parent representatives, and two members at large. Each member shall serve no more than a one-year term. At least one of the six parent representatives shall be a former member of the TPO Executive Committee.
- 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 school appointed representative 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. Should a vacancy in any TPO Executive Office arise mid-year, the nominating committee shall convene and nominate a nominee to fill the remainder of the vacated term with the 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

- President
- Vice President of Student Activities
- Vice President of Enrichment and Development
- Vice President of Social
- Vice President of Athletics
- Vice President of Fine Arts
- Vice President of the Nominating Committee
- Vice President of Senior Activities
- Treasurer
- Vice President Marketing/Communications / Secretary
- President Elect (during President 2nd year only)

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 President of Student Activities

- The Vice President of Student Activities shall perform all duties of the President in the absence or disability of that officer and the absence of a President Elect.
- The 1st VP shall serve a two year term and shall be an ex-officio member of all committees on his/her council.

### Section 3 The Vice President of Enrichment and Development and The Vice President of Social

- The Vice President of Enrichment and Development and the Vice President of Social, shall serve a two-year term and shall be an ex-officio member of all committees on his/her council.

Section 4 The Vice President of Athletics and the Vice President of Fine Arts

- The Vice President of Athletics and the Vice President of Fine Arts shall serve a two-year term and shall be an ex-officio member of all committees on his/her council.
- Trinity's Parent Organization is not responsible for fundraising activities within Athletics and Fine Arts. This includes, but is not limited to, admissions, ticket sales, concessions and trips.
- These positions are encouraged to work closely with the leadership of Athletics and Fine Arts, and to support the volunteer needs of specific teams, clubs or fine arts programs. This includes team parents, judges, scorekeepers and discipline liaisons.

Section 5 The Vice President of Nominating

- The 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 6 The Vice President of Senior Activities

- The Vice President of Senior Activities shall serve a one-year term and shall be an ex-officio member of all committees on his/her council.

Section 7 The Vice President of Marketing/Communications/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 work with school leadership with respect to marketing and communications needs of the organization.
- Shall serve a two-year term.

Section 8 Treasurer.

- 
- Shall prepare and submit a preliminary budget for the fiscal year, with the budgeting of all funds received in that year.
- Shall maintain and provide financial reports at all meetings of the TPO and the Board of Directors and shall make a full report at the annual meeting.
- Shall ensure that funds are not used to cover operational costs of the school.
- 
- Shall serve a two-year term.

Section 9. President Elect

- Shall assist the President and shall perform all duties of the President in the absence or disability of that officer.
- Shall serve a one-year term specifically during the second year of the President's term.
- Shall be chosen from the current Executive Committee Vice Presidents when

- possible.
- Shall assume the nomination for President.

Section 10. All officers shall

- 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.
- Deliver to their successors all official materials and notebooks by the end of the school year.
- Shall work closely with the leadership of Trinity Preparatory School of Florida to ensure that all events and activities are supported with Trinity representatives.

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 school appointed representative 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 a chair of a standing committee is unable to perform his/her duties, the Executive Committee shall declare such a position vacant. Any such vacancy for a chair of a standing committee, shall be appointed by the appropriate Vice President with the recommendations from the Nominating Committee.

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 either a one or two-year term based on the specific committee need.

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 Head of School and/or his/her school appointed representative 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 a 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 a 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, November 3, 2022, March 5, 2026