

TCA Central PTO By-Laws

Article I: Name

The name of this organization shall be The Classical Academy (TCA) Central Campus Parent-Teacher Organization (PTO).

Article II: Purpose

The purpose of this organization shall be to support the students, staff, and parents of the TCA Central community in a manner that best meets the needs of all involved.

Article III: Membership

Membership and voting rights to the PTO shall be open to TCA school board members, TCA Central teachers and staff, parents, guardians, and grandparents of current TCA students. No dues are required to join the TCA Central PTO.

Article IV: PTO Board/Officers

Section 1: The PTO Board shall consist of the elected officers of the PTO. PTO Board members/officers must have at least one child at TCA Central campus and be an approved volunteer at the school. Board members and Members-at-Large may serve in the same position for two terms, a term being 2 successive years. After one or two terms, they may serve in another position on the Board. No board member shall be a TCA Staff member nor serve on multiple TCA or D20 boards concurrently.

Section 2: The duties of the PTO Board shall be to plan activities and transact business that supports the purpose of the organization in the best interest of the organization.

Section 3: The date of the first meeting of the board in September shall be decided by the PTO Board. All future meetings for the rest of the year shall be suggested by the PTO Board at the September meeting and decided on by a majority vote. Any changes to the calendar may be decided by a majority vote at any meeting throughout the year, or by a consensus of the Board if a significant conflict arises. There shall be at least six meetings per year, including at least one meeting in September and the last meeting in April or May, as needed.

Section 4: A quorum consists of a majority of the PTO Board and at least four other PTO members.

Section 5: The PTO Board consists of the President, Vice President, Secretary, Treasurer, and Fundraising Coordinator, and may include 3 Members-at-Large. Terms will be staggered for the PTO Board officers. For example, in year one, the President and Treasurer are up for election; in year two, the Vice President, Fundraising Coordinator, and Secretary are up for election.

Section 6: Nominations for each office shall be secured by nominations made to the PTO Board by the nominating deadline. They will solicit names for each of the offices to be announced. Voting on the offices will take place at a future PTO meeting via a ballot system. Officers will be elected by a majority of those present at the meeting.

Section 7: If an officer position is vacated during the year, the position shall be filled by opening nominations, and an election will take place at the next month's meeting. The nominee with the most votes will fill the vacant office. Once filled, the newly elected officer will serve the remainder of the previous officer's term and has the option of running for the same office or any other office in the next regular election.

Section 8: If an officer fails to perform their duties, the PTO membership may vote to remove the officer from that position.

Article V: Duties of the PTO Board

Section 1: The President shall preside at all meetings, shall be an ex-officio member of all budgeted committees, and shall perform all other duties usually pertaining to the office. The President shall have the authority to draw upon the Central PTO Fund for expenses less than \$50. For any expenses exceeding \$50, the President must first receive a majority approval of the PTO Board. If there is a variance in the cost of an approved funds request, the President shall have the authority to approve an additional expenditure of \$200 without requiring a second vote by the PTO membership. For variances over \$200, a second vote by the PTO membership will be required.

Section 2: The Vice President shall perform the duties of the President in the absence or inability of that office to act and shall assist the President whenever called upon.

Section 3: The Secretary shall keep an accurate record of the proceedings of each PTO Board meeting and shall perform such other duties as may be delegated, including the maintenance of teachers and staff favorites lists each year. Minutes will be available at all PTO Board and general meetings, distributed to all PTO Board members and the Principal, and posted in a public place in school. A copy of the minutes from the previous meeting will be available at each PTO meeting for approval. The minutes of all previous meetings will be available on the TCA PTO website. The Secretary shall also maintain PTO archives for future reference.

Section 4: The Treasurer shall keep accurate records of disbursements and receipts, ensuring the balance matches the TCA Central Fund. The Treasurer shall create a budget for the next

school year to be presented in April and accepted by a majority of those present at the meeting. The Treasurer shall provide a copy of the budget to the TCA Finance office and TCA Central office and shall be responsible for keeping track of the money in the Officers Discretionary Fund.

The TCA Central Fund is held at the TCA Finance office at TCA North. The TCA Finance office will provide the Treasurer with monthly statements.

Section 5: The Fundraising Coordinator shall ensure that the PTO is within compliance with TCA fundraising guidelines and shall communicate and coordinate the TCA Central fundraising effort. The Fundraising Coordinator shall gather all information from committee leaders and relay the overall effort to PTO Board members, the Principal, and PTO meeting attendees.

Section 6: The PTO Board shall oversee the budget and activities of all budgeted committees and will provide information and direction for room parents at the beginning of the school year to support them in their roles.

Article VI: Budgeted Committees

All budgeted committees are subject to review at the last scheduled PTO meeting of the school year and will be voted on whether to continue for the next school year or be retired. Each budgeted committee will have a lead person responsible for coordinating volunteers, managing their budget, and keeping a written record of their activities.

Section 1: Budgeted committees are subject to change from year to year depending on the needs of the school. See addendum for the current list of budgeted committees and a description of each committee.

Article VII: Non-Budgeted Committees

All non-budgeted committees are subject to review at the last scheduled PTO meeting of the school year and will be voted on whether to continue for the next school year or be retired. Each non-budgeted committee will have a lead person responsible for coordinating volunteers and keeping a written record of their activities.

Section 1: These committees are subject to change from year to year depending on the needs of the school. See addendum for the current list of non-budgeted committees and a description of each committee.

Article VIII: PTO Operating Procedures

Section 1: The TCA Central PTO Funds Request Form allows parents, guardians, grandparents, teachers, and staff to submit funding requests that will be reviewed by the PTO Board and school Principal and voted on by parents at an upcoming PTO meeting.

Section 2: If an individual would like to address the PTO regarding a topic not on the agenda for the next scheduled meeting, they must submit a request at least one week prior to the meeting to be added to the agenda. The request will be reviewed and approved or rejected by the PTO Board and Principal.

Section 3: Voting procedures: Once a voting item has been proposed and discussed, PTO members shall vote by voice. All in favor shall say "aye," all opposed shall say "nay," and the president shall ask if there are any abstentions. A simple majority of voting members is required to pass an item. An abstention does not count as a vote.

Section 4: In instances where a vote needs to occur prior to the next scheduled meeting, a one-time email will be sent to the PTO membership. Voting will close 72 hours after the email is sent. A simple majority of votes received is required to pass an item.

Article IX: By-Laws

Section 1: The outgoing PTO Board shall review the by-laws annually with the incoming Board at the beginning of the new term.

Section 2: These by-laws may be amended at any regular meeting by a majority vote of the members present and voting, provided written notice of the proposed amendment shall be given to the PTO President at least two weeks prior to the meeting.

Section 3: A copy of the by-laws shall be given to each officer at the beginning of their term, and a copy shall be available at each Board and general meeting.

Article X: Dissolution

In the event of the dissolution of the organization, its assets shall be distributed as the TCA Central PTO Board chooses to any non-sectarian, tax-exempt organization or organizations.

Adopted by the majority vote of those PTO members present on this date, _____, and signed by the following Board:

Stephanie Polenz, President

Jill Dannenbring, Vice President

Jane Blore, Treasurer

Helen Walters, Fundraising Coordinator

Jessica Whitaker, Secretary

Jenn Kolk, Member-at-Large

Carrie Loewenstein, Member-at-Large

Anna Glaser, Member-at-Large

PTO By-Laws Addendum - Budgeted Committees

Sunshine Committee: This committee shall coordinate blessing events for teachers and staff throughout the year. The lead person shall be responsible for conveying their scheduled events to the PTO Board.

Staff Appreciation Committee: This committee plans and coordinates the Staff Appreciation event. The lead person shall be responsible for recruiting needed volunteers.

TLC Committee: This committee is responsible for the care and maintenance of the teacher's lounge. The lead person shall be responsible for recruiting any volunteers.

Birthday Blessings Committee: This committee is responsible for purchasing a gift for each staff member, with the amount based on the PTO budget. Gifts provided will not exceed \$50 and will come from the Birthday Blessings Budget.

Retirement Blessing Committee: The PTO will purchase a \$50 gift (selected from the Teacher's Favorites List) for all TCA Central staff members who retire at the end of the school year.

Each budgeted committee's lead person is responsible for staying within their given budget. If their budget is not consumed by the end of the school year, the excess money will return to the PTO Central Fund. If more funds are needed, a request must be made to the PTO Board, and a future PTO meeting vote can take place.

PTO By-Laws Addendum – Non-Budgeted Committees

Decorations Committee: Responsible for putting up, taking down, and properly storing decorations around the school during various holidays.

Office Uniform Committee: Responsible for the upkeep of extra school uniforms kept in the office for children in need.

Lost & Found Committee: Responsible for the maintenance and upkeep of the lost and found area inside the main doors, near the front office, including organizing donations of unclaimed items.

School Supply Committee: Responsible for working with the vendor to offer school supply kits to families, including relaying school supply lists to the vendor and obtaining quotes for each kit.

Yearbook Committee: Works diligently to help preserve the memories of the school year in a yearbook available for purchase by students, families, and faculty.