



PARENT-TEACHER
ORGANIZATION TRINITY
CATHOLIC ACADEMY
BY-LAWS

Amended – January 2023

Article I – Name:

The name of this association shall be the Parent-Teacher Organization (PTO), Trinity Catholic Academy. It shall be an independent organization. All parents whose children attend Trinity Catholic Academy are members of the PTO.

Article II – Purpose:

The objective of the PTO shall be:

1. To promote a spirit of cooperation between home and school in fulfilling the goals of the Catholic Education
 - a. Foster the following, in partnership with the school:
 - Traditional Values
 - Catholic Formation, and
 - Academic Excellence
2. To support the faculty and administration through such services as:
 - a. Sponsoring social activities
 - b. Sponsoring educational activities
 - c. Fund raising
3. Provide volunteer support, in partnership with the faculty and administration – The PTO board and/or designated committee will communicate specific volunteer opportunities, description of the required needs and/or time commitment as needed. The Fair Share Work Hours is an optional program to assist with the volunteer needs of both PTO and school sponsored events throughout the year. Parents may choose to participate in this program or opt out and in doing so agree to pay a fee that is determined yearly by a vote at the first PTO meeting. This fee will be determined and communicated by Mid September yearly. In either situation, each family must complete a service agreement form in the registration packet. Starting in 2024-2025 the full program will be in effect and the service

agreement will be enforced (refer to school registration packet for detailed information.)

Critical needs will be communicated to ensure enough volunteers are available and committed to the specific event. Under the Fair Share Work Hours program, each family is required to participate/work for PTO sponsored events/activities or school events.

Each event chair will be responsible for tracking the hours for their event. All families should maintain a personal record of these hours for verification. Anyone wishing to receive credit for hours worked must sign an attendance sheet for each event. Hours will be tracked and tallied by the PTO.

4. Hours will be tiered based on the activity/event. Refer to the service agreement form for specific information on the current calendar of event that require assistance.

Article III: Membership:

Membership shall be comprised of parents, guardians, teachers, school staff, and alumni or family of alumni interested in the students of Trinity Catholic Academy. Membership is assumed upon registration of a child in school. Current student enrollment is not a requirement to participate as a member of the PTO.

Article IV – Officer:

The officers of the PTO shall include Principal, President, Co-President (optional), Vice-President, Secretary, and Treasurer.

Officers will serve for an initial term of three years. In the third year of their tenure, an election will be held at the second PTO meeting for that specific school year. These Officers can be any comprised of parents, guardians, or alumni or family of alumni interested in the students of Trinity Catholic Academy. Officers will have the opportunity to be re-elected, in the current position they hold for one additional term. The maximum number of years to be served in any position on the board will be 6 years. If a new member is elected to the board, they will serve in the capacity of President-elect, Vice President – elect, and Secretary-elect, for the remainder of that school year. The first year of the initial term will begin with the following school year.

Treasurer – this position will be held ex-officio by the current Principal of the school.

Nominations of officers will be solicited in the first PTO meeting, of the final year/term of the current board member(s) position that will be open for the following school year

A vacancy in any office may be filled for the unexpired term by a person elected by the majority of the Executive Board.

- Principal: By the fact of his/her office shall present issues and/or needs of Trinity Catholic Academy to the PTO for their consideration. The Principal is a voting member of the PTO Board and of the PTO
- President: The President shall preside at all meetings of the PTO and PTO Board. The President shall coordinate work of the officers and committees and shall be a member ex-officio of all committees. He/She shall appoint all committees. To be considered for this role, he/she must have serviced one year as Co-president, Vice President, Secretary, or served as a chair of an event.
- Co-President (optional): At the discretion of the President an additional position may be elected to assist the President with duties associated with the PTO. This position shall mimic the role and responsibilities of the President.
- Vice President: The Vice President shall, in the absence of the President, act, exercise all the powers and perform all the duties of the President.
- Secretary: The Secretary will record minutes of all meetings of the PTO and the PTO Board.
- Treasurer: The Treasurer shall receive all monies of the PTO and keep an accurate record of receipts and expenditures. He/She shall make a financial report at each meeting.

Article V – Meetings:

The PTO Board will communicate the meeting schedule for each school year, at the first PTO meeting to start each school year. The first meeting will be held on the second Tuesday in September, unless conflicting with holidays or other school events. Notice of the meetings will be communicated via the school web-site, email to all families and through the All-Call service.

Article VI – Amendments:

These By-Laws may be amended and approved at any regular meeting of the PTO by a 2/3 majority vote of the members present, provided notice of the proposed amendment has been given to the members of the PTO by electronic means and posted on the TCA Website under the section labeled PTO within a reasonable time period, but not less than 7 calendar days, prior to the next scheduled PTO meeting..

Article VII – By-Law Required Review

A formal review of these By-Laws will occur by the current board in office, every 2 years or when a change in the Board Officers occurs at the discretion of the PTO President. A presentation and intent to review the By-laws will be communicated to the families of the school, in advance of the meeting in which the process to review the current By-laws will occur. If there are no amendments to be proposed at the review discussion, the motion to accept the By-laws as written will be put to vote. A 2/3 majority vote of the PTO members in attendance at that meeting must occur. If accepted, the By-laws will be reviewed no more than 2 years following the date of the review. A review may occur prior to the 2 years at the request of the PTO president or if a change in the Board Officers occurs. If amendments are proposed, the above noted process to communicate the proposed amendments

must occur within a reasonable time following the PTO meeting and not less than 7 calendar days prior to the next scheduled meeting where a vote requiring 2/3 majority of members present will be required to pass a proposed amendment to the current By-laws. A special PTO meeting may also be scheduled for the purpose of voting on the proposed amendments. Communication of this meeting shall occur via regular means currently in place (ie email, blackboard connect, all calls) no less than 14 calendar days before the next meeting. A 2/3 majority vote will be required to pass the proposed changes at the special meeting should one be required.