

The Classical Academy Central Campus 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. 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 Board if a significant conflict arises. There shall be at least six meetings per year, to include 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. to be elected once the named positions are filled, with all offices but the President open to shared positions. 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 to 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.

Article V: Duties of the PTO Board

Section 1: The President shall preside at all meetings of the organization, 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 \$50.00 relating to PTO goals. For any expenses exceeding \$50.00, 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 \$200.00 without requiring a second vote by the PTO membership. For variances over \$200.00, 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 to that person, including the maintenance of teachers and staff favorites lists each year. Minutes will be available at all PTO Board and general meetings. Minutes will be distributed to all PTO Board and the Principal and will be posted in a public place in school. A copy of the minutes from the previous meeting will be read or distributed at each PTO meeting for approval. A copy of the minutes of all previous meetings will be available for review at all PTO meetings. The Secretary shall also maintain PTO archives for future reference.

Section 4: The Treasurer shall keep accurate records of the disbursements and receipts and ensure that the balance matches the TCA Central Fund. The Treasurer shall create a budget for the next school year to be presented in September 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. The Treasurer shall provide a treasurer's report as needed at PTO meetings. The Treasurer shall be responsible for keeping track of the money in the Officers Discretionary Fund and the PTO Board will decide, by majority vote, how to use it.

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 of the TCA fundraising guidelines, as well as 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. The PTO Board 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. Budgeted committees are those committees that require funds in order to operate. Each budgeted committee will have a lead person. That lead person will coordinate volunteers for the committee's activities, manage their budget, keep a written record of their activities in a manner that would allow those records to be passed along to future leads and communicate to the PTO Board and members regarding their activities.

Section 1: Budgeted committees are subject to change from year to year depending on the needs of the school. See addendum for 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. Non-budgeted committees are those committees that do not require funds in order to operate. Each non-budgeted committee will have a lead person. That lead person will coordinate volunteers for the committee's activities and keep a written record of their activities in a manner that would allow those records to be passed along to future leads and communicate to the PTO Board and members regarding their activities.

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

Article VIII: PTO Operating Procedures

This article exists to provide general information regarding other PTO aspects that do not fall into any previous articles.

Section 1: TCA Central PTO Funds Request Form. This form exists to allow 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 the parents in attendance at an upcoming PTO meeting.

Section 2: Reimbursements of purchases made by any individual for PTO related activities. Any receipts need to be submitted to the front office within 30 days of purchase in order to be eligible for reimbursement. The following should be noted on each receipt: individual's name, committee name, and reason for purchase. Taxes will not be eligible for reimbursements, although shipping is eligible.

Section 3: 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 4: Voting procedures. Once a voting item has been proposed and discussed, the PTO members shall vote by voice. All in favor shall say "aye", then 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 is not a vote so therefore does not count as a vote in determining the majority of voting members.

Section 5: 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 of the organization 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 so chooses to any non-sectarian, tax-exempt organization or organizations.

Adopted by the majority vote of those PTO members present on this date, 1/11/2021 and signed by the following Board:

Kennedy Peters
Kennedy Peters, President

Taryn Pennau
Taryn Pennau, Vice President

Megan Prensner
Megan Prensner, Secretary

Brandi Henderson
Brandi Henderson, Treasurer

Sarah Roark
Sarah Roark, Fundraising Coordinator

Helen Walters
Helen Walters, Fundraising Coordinator

Daniel Cea
Daniel Cea, Member-at-Large

Katie Kinney
Katie Kinney Member-at-Large

Jenn Kolk
Jenn Kolk, Member-at-Large

PTO By-Laws Addendum - Budgeted Committees

As noted in PTO By-Laws, Article VI, Section 1, the following is a current list of the budgeted committees and their description.

Box Tops Committee:

This committee shall collect and turn in Box Tops at various points throughout the year. The lead person shall be responsible for tracking and reporting the monies received to the PTO Board.

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.

Ice Cream Social Committee:

This committee will be comprised of the PTO Board and shall be responsible for planning, organizing and carrying out the Ice Cream social at the beginning of each school year.

Birthday Blessings Committee:

This committee is responsible for purchasing a gift for each staff member. The amount available for gift purchases will be based on the PTO budget. If there are midyear staffing changes, the PTO will adopt the new staff members when needed after first communicating with the affected room parents to determine whether their class would like to adopt the new staff member. Gifts provided by the PTO will not exceed \$50 and the funds will come out of 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 each year. If their budget is not consumed by the end of the school year, the excess money will be placed back in the PTO Central Fund. If more funds are needed, a request is to be made to the PTO Board and a future PTO meeting vote can take place.

PTO By-Laws Addendum – Non-Budgeted Committees

As noted in PTO By-Laws, Article VII, Section 1, the following is a current list of the non-budgeted committees and their description.

Decorations Committee: This committee is responsible for putting, taking down and properly storing decorations around the school during various holidays. The lead person shall be responsible for recruiting any needed volunteers.

Office Uniform Committee: This committee is responsible for the, upkeep (and cleaning???) of the extra school uniforms kept in the office for children who need them. The lead person shall be responsible for recruiting needed volunteers.

Lost & Found Committee: This committee is responsible for the maintenance and upkeep of the lost and found area found inside the main doors, near the front office. The lead person shall be responsible for organizing the donation of any items non claimed items once or twice per year and recruiting any needed volunteers.

School Year Calendar Magnets Committee: This committee is responsible for collecting orders from TCA families and staff at the beginning of the school year for magnet calendars, ordering the magnets from the magnet company and distributing the magnets to families/staff. The lead person shall be responsible for recruiting any needed volunteers.

Edukits Committee: This committee shall be responsible for working with Edukits to offer school supply kits to families (including relaying the school supply lists to Edukits and obtaining their quotes for each kit each year). Families are to be supplied with order forms toward the end of the school year with orders relayed to Edukits. Kits will then be distributed to families at the "Meet and Greet" event at the beginning of the following school year. The lead person shall be responsible for recruiting any needed volunteers.

Yearbook Committee: This committee works diligently to help preserve the memories of the school year in a yearbook made for purchase by the students, their families, and faculty.