

# TOLEDO EARLY COLLEGE PARENT STAFF ASSOCIATION BYLAWS

## ARTICLE I - NAME

The name of this organization shall be the Toledo Early College Parent Staff Association (which hereinafter shall be referred to as the TPSA). The TPSA is physically located at Toledo Early College, 320 West Scott Park Drive, Toledo, Ohio 43607.

## ARTICLE II - DESCRIPTION

TPSA is a nonprofit organized exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as Internal Revenue Code). The TPSA shall not carry on any activities not permitted to be conducted by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

## ARTICLE III - PURPOSE

The TPSA is organized for the purpose of promoting a positive educational environment of the student body at Toledo Early College by fostering relationships among the school, parents, and community by encouraging parent involvement.

## ARTICLE IV - MEMBERSHIP AND DUES \*

TPSA membership is voluntary. Dues are paid annually.

The amount of annual membership dues is up to the discretion of the TPSA Executive Board.

## ARTICLE V - OFFICERS

### Section 1: Executive Board

The TPSA Executive Board shall be made up of the following officers: President, Vice President, Treasurer, and Secretary. The Toledo early College Staff Representative is a voting member of the Executive Board.

## Section 2: Non-Executive Board

The TPSA Non-executive Board shall be made up of the following officers: Volunteer Coordinator, Membership Coordinator, Fundraising Coordinator, and Hospitality Coordinator.

## Section 3: Terms of Office

The term of office for all officers is one year, beginning August 1, and ending July 31 of the following year.

## Section 4: Qualifications

Any dues paying TPSA member in good standing is eligible to become an officer of the TPSA.

## Section 5: Duties

Executive Board: Develop the TPSA's annual budget, establish and oversee committees to conduct the work of the TPSA, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$250\*\*\*

President: Prepare agendas and preside at general TPSA meetings and Executive Board Meetings, serve as official representative of the TPSA, and retain all official records of the TPSA.

Vice President: Oversee the committee system of the TPSA, assist the President, and chair meetings in the absence of the President.

Secretary: Record and Distribute minutes of all Executive Board Meetings and all general TPSA meetings, and hold historical records for the TPSA.

Treasurer: Serve as the custodian of the TPSA's finances, collect revenue, pay authorized expenses, follow all financial policies of the TPSA, and hold all financial records.

#### Section 6: Board Meetings

The TPSA Executive Board shall meet monthly during the school year or at the discretion of the TPSA President.

#### Section 7: Election

A spring meeting shall be conducted for the purpose of officer election based on nominations submitted earlier in the school year.

#### Section 8: Removal

An officer can be removed from office for failure to fulfill their duties after reasonable notice, by a majority vote of the Executive Board.

#### Section 8: Vacancy

If an Executive Board vacancy occurs, the President shall appoint a TPSA member to fill the vacancy for the remainder of the officer's term. In the event a vacancy exists at the beginning of the term, voting shall take place at the second\*\*\* (or third?) scheduled regular meeting of the membership.

### ARTICLE VI - MEETINGS

#### Section 1: General TPSA Meetings

Regular TPSA meetings shall be held monthly during the school year or at the discretion of the Executive Board. Meeting shall be held to conduct TPSA business.

#### Section 2: Voting

Each member in attendance of the TPSA meeting is eligible to vote. Absentee and proxy votes are not allowed.

### Section 3: Quorum

A majority of the TPSA members present and voting constitute a quorum for the purpose of voting.

## ARTICLE VII - FINANCIAL POLICIES

### Section 1: Fiscal Year

The fiscal year of the TPSA begins August 1, and ends July 31 of the following year.

### Section 2: Banking

All funds shall be kept in a checking account in the name of TPSA requiring 2 signatures of the Executive Board and held at a local financial institution.

### Section 3: Reporting

All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account and report all financial activity monthly. The TPSA shall arrange an independent audit of the financial records annually.

### Section 4: Ending Balance-

TPSA shall leave a minimum of \$300 in the checking account at the end of each fiscal year.

### Section 5: Contracts-

The President or the President's designee holds the authority to sign contracts for the TPSA.

## ARTICLE IV - BYLAW AMENDMENTS

These Bylaws may be amended at any regular TPSA meeting by a  $\frac{2}{3}$  approval of the members present and voting, provided notice of the proposed amendments has been given at a previous regular meeting.

ARTICLE V: DISSOLUTION

In the event of dissolution of the TPSA, any remaining funds shall be donated to The Toledo Community Foundation to be specifically used for the benefit of the Toledo Early College.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The authority for TPSA shall be Robert's Rules of Order Newly Revised.

These Bylaws were adopted on -----