

# **TEMPE PREPARATORY ACADEMY**

## **Parent Organization Bylaws**

Revision 4.0  
October 19, 2006

### **ARTICLE I: NAME**

The official name of this organization shall be the Tempe Preparatory Academy Parent Organization. It shall also be known as the Parent Organization or "P.O."

### **ARTICLE II: PURPOSE**

The purpose of the Parent Organization is to provide voluntary services, facilitate communication, administrate social activities, and raise funds that will benefit the students and teachers of Tempe Preparatory Academy.

Communication is transmitted to families of Tempe Preparatory Academy via the Tempe Preparatory Academy Community Newsletter, the school Marquee, the TPA website, email, and by public meetings. The newsletter is to be available no less than every two months, with the exception of July and December. The Marquee, which is located in the front of the school, shall be updated weekly during the school year. The TPA website will be a repository for the newsletters, the P.O. Bylaws, and other P.O. information useful to the school community. The P.O. may use email for communicating P.O.-related events and information. Public meetings shall be held once a month with the exception of July and December, or as decided by the Parent Organization Executive Board.

Social activities made available by the Parent Organization are done so as an opportunity to spur community and to provide a healthy social outlet for students and families of Tempe Preparatory Academy. All social events are subject to the approval of the Headmaster. All social events will follow the rules for Code of Conduct as set forth in the Tempe Preparatory Academy Family Handbook.

All funds raised by the Parent Organization shall be used within the school to provide or fill voids of environmental, social, academic or extra-curricular needs. These needs shall be presented to the Parent Organization Executive Board. Funds raised shall not be used to provide compensation or any administrative needs of the school. Allocations of any funds are subject to approval of a majority vote by the Parent Organization Executive Board, and, whenever possible, shall include the

opinions of the parents at the monthly Parent Organization meetings.

Fundraising Guidance: The P.O. receives numerous suggestions for fundraising each year. To expedite a fair and consistent decision as to whether to pursue a particular suggestion these selection guidelines are adopted. The final decision for fundraising projects rests with the P.O. Executive Board, and whenever possible, shall include the opinions of the parents at the monthly P.O. meetings. Decision criteria for selecting fundraising projects include, but are not limited to:

1. Potential earnings (\$\$) outweigh the cost and effort including setup and maintenance;
2. Appeals widely to TPA's families;
3. Promotes 'community' in accordance with the P.O.'s Purpose as stated in Article II;
4. Allows supporters to involve others outside the TPA community;
5. Has no appearance of endorsement by the P.O. of a particular product or service, or company;
6. Decisions to sell booster items from a TPA family-run business should be based on the competitive market value to TPA resulting in quality and/or profit at least equal to other options;
7. Places no undue pressure on TPA families by continuing solicitation beyond the time limits of the fundraising effort that directly benefits TPA.

Note that donations made to the P.O. resulting from a TPA supporter's own sales efforts, do not connote P.O. sponsorship of that effort, nor P.O. endorsement of the products or services being sold. In fact, the P.O. reserves the right to refuse any donation if it violates these guidelines.

### ARTICLE III: MEMBERSHIP

All parents or guardians of students at Tempe Preparatory Academy are members. Membership dues may be procured, but will not exceed \$5.00 per family. All members have voting privileges and may acquire a position on the Executive Board.

### ARTICLE IV: EXECUTIVE BOARD

The Executive Board shall be comprised of five officers: President, Vice-president, Secretary, Treasurer and one Member-at-Large. The Executive Board shall be responsible for all activities hosted by the Parent

Organization. The Executive Board is the liaison between the Headmaster, staff and others of Tempe Preparatory Academy to the Parent Organization.

The Executive Board shall be elected or confirmed for a one-year term, but not limited to one year, with the exception of Vice President, who shall assume the position of Presidency the following consecutive year. All Executive Board members are volunteers. Nomination for the Executive Board shall take place in April of each year. Executive Board members are voted on or confirmed in May of each year.

## ARTICLE V: EXECUTIVE BOARD DUTIES

**President:** The President shall be the executive officer of the Parent Organization, presiding over meetings and members. The President shall be involved and oversee all activities and funds of the Parent Organization. The President performs duties of the Executive Board officers in the event of their absences. Specific responsibilities include, but are not limited to, final approval of use of Parent Organization funds, signing checks from the Parent Organization checking account, maintaining regular communication with the Headmaster, approval of Purchase Orders, and facilitating proprietary conduct of the Executive Board officers.

**Vice President:** The Vice President shall assist the President and perform duties of the Presidency in his/her absence. The Vice President is a designated signer for Parent Organization checks and writes Purchase Orders to provide clarity and accountability for the bookkeeping records of the Parent Organization. The Vice President can approve Purchase Orders. The Vice President shall move to the position of President the year after his/her term is completed to provide for continuity and consistency within the Parent Organization. The Vice President is expected to represent the P.O. and participate in any fundraising and social events that the Parent Organization Executive Board oversees.

**Secretary:** The Secretary shall attend and keep the minutes of all meetings and maintain files essential to the Parent Organization record keeping. This includes maintaining a table of approved discretionary expenditures and recording the actual cost and the date when payment is made for the items. Minutes will be typed up, approved by the Executive Board and available for distribution within 10 days after the P.O. meeting. They will be delivered to the Parent Organization members at the next consecutive meeting. The Secretary will at times be in charge of various correspondences directed to others as requested by the President. Once a month, after the Treasurer has reconciled the bank account(s), the Secretary will independently validate the reconciliation. The Secretary is

expected to represent the P.O. and participate in any fundraising and social events that the Parent Organization Executive Board oversees.

Treasurer: The Treasurer shall be the custodian of the Parent Organization checkbook and verifiable records of funds for the Parent Organization. The Treasurer will receive all funds and deposit them into the Parent Organization bank account in a timely manner, write checks from an approved Purchase Order, and keep an accurate and up to date checkbook in full detail. The Treasurer will not be a designated signer on Parent Organization checks. The Treasurer is responsible for keeping an accurate and up-to-date set of books representing the Parent Organization's financial status. This includes monthly bank statement reconciliation, Income and Expense Journal update, and General Ledger maintenance. These books and all records of funds are available to the Executive Board and non-Board members at anytime. Once monthly, the Treasurer will supply a detailed financial statement to the President at least 5 days prior to the next P.O. meeting. The Treasurer will perform financial analyses as appropriate and report monthly on any significant anomalies in the usual income/expense amounts or variances to the approved expenditures. The Treasurer is expected to represent the P.O. and participate in any fundraising and social events that the Parent Organization Executive Board oversees.

Member-at-Large: The Member-At-Large is a voting member of the P.O. Executive Board and represents the concerns of the membership-at-large, i.e., TPA's parents. The specific duties of this position may vary based on the needs of the P.O. Executive Board, however, typically this position is the PO's Communication Specialist. Examples of duties could include performing the Secretary's role at a meeting where (s)he is absent; producing the community newsletter; or managing the PO's information on the school website. The Member-at-Large may choose whether to accept or decline duties as fits the Member's capabilities and capacity. The Member-at-Large is expected to represent the P.O. and participate in any fundraising and social events that the Parent Organization Executive Board oversees.

## ARTICLE VI: MEETINGS

Meetings will take place monthly with the exception of July and December, or as deemed necessary by the Parent Organization Executive Board. The Parent Organization Executive Board shall choose meeting dates, times and location. Meetings will be noted on the official school calendar, in the Parent Organization Newsletter, and on the school Marquee. All meetings are open meetings.

## ARTICLE VII: FISCAL POLICIES

Fiscal year: The fiscal year of the Parent Organization is June 1<sup>st</sup> through May 31<sup>st</sup>.

Accounts: The funds of the Parent Organization shall be kept in a bank account protected by FDIC and shall not be invested in any manner without approval of the Executive Board. The President and Vice President are to be the only designated signers on the bank accounts. The Executive Board must approve disbursement of funds from the Parent Organization account.

## ARTICLE VIII: COMMITTEES

A list of all Committees is outlined by the President and approved by the Executive Board detailing the responsibilities and expectations for all Committee Coordinators and volunteers. All Committee Coordinators report to and receive responsibilities and a task list from the Executive Board. All Coordinators are volunteers.