

# **BY-LAWS OF TRAILBLAZER PARENT ASSOCIATION**

## **ARTICLE 1 – GENERAL**

### **Section 1 – NAME**

Effective August 26, 2020, the **TOLTON CATHOLIC BOOSTER CLUB** shall be renamed the **“TRAILBLAZER PARENT ASSOCIATION”** and shall be herein referred to as the **“TPA”**.

### **Section 2 – PURPOSE**

TPA is organized to support Fr. Tolton Catholic High School through parent involvement. The Officers of the Board of Directors (hereinafter “Officers”) of TPA shall regularly consult with the executive leadership of Tolton Catholic High School regarding the progress, needs, and goals of Fr. Tolton Catholic High School.

### **Section 3 – LIMITATION OF METHODS**

No board member or committee member shall take any formal action, dispense/allocate any funds, or make public any resolution, or in any way commit TPA to take any action without first receiving formal approval of the Officers and the executive leadership of Fr. Tolton Catholic High School

## **ARTICLE II – MEMBERSHIP**

### **Section 1 – ELIGIBILITY AND MEMBERSHIP STATUS**

Membership in the TPA shall be composed of any parent(s) and/or guardian(s) of currently enrolled students, who subscribe to the purpose and function of TPA. Parent(s)/guardian(s) of each student are encouraged to participate in TPA activities.

## **ARTICLE III – BOARD OF DIRECTORS**

### **Section 1 – NUMBER**

The Board of Directors shall be composed of four (4) Officers, who will be chosen in accordance with Article IV, and the committee chairperson of each standing committee as described in Article VI.

### **Section 2 – AUTHORITY**

The Board of Directors of the TPA shall be vested with exclusive authority to oversee and direct all actions of TPA.

### **Section 3 – QUORUMS**

A majority of the Directors of the Board shall constitute a quorum for the purposes of conducting meetings of the Board. Directors shall be considered present at any meeting of the Board or Board committees if during the meeting they are present via speaker phone, web conferencing, or any other visual/audio technology and can interact with the other Board members, who are physically present. Votes will pass with a simple majority vote as long as a quorum is present at the time of the vote.

### **Section 4 – PROXIES**

At all Board meetings, each Director may vote in person or by proxy. All proxies shall be in writing and on file with the TPA Secretary.

### **Section 5 – VACANCIES**

#### **A. RESIGNATION**

Each Director shall have the right to resign at any time upon written notice thereof to any Officer of the Board. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall not be necessary to make it effective.

#### **B. REMOVAL**

A Director may be removed, with or without cause, at any duly constituted meeting of the Board, by the affirmative vote of a two-thirds majority of then-serving Directors.

#### **C. REPLACEMENT**

If a vacancy occurs during a Director's term, a replacement shall be appointed by the President of the Board and approved by a majority vote of the TPA Board, with notification of the executive leadership of Tolton Catholic High School. The replacement Director shall serve out the remaining balance of the term of the position to which they are appointed.

## **ARTICLE IV –BOARD OF DIRECTORS OFFICERS**

### **Section 1 – OFFICER TITLES**

The TPA will have the following Officer positions: President, President-Elect, Secretary, and Treasurer, who will serve on the Board of Directors.

## **Section 2 – OFFICERS DUTIES**

### **A. President of the Board**

The President of the Board shall serve as the executive head of the TPA and shall preside at all Board meetings.

### **B. President Elect of the Board**

The President Elect of the Board shall exercise the powers and authority and perform the duties of the President of the Board in absence of the President. The President Elect position is understood to be one year followed by an additional one year in the role of President of the Board.

### **C. Treasurer**

The Treasurer shall be responsible for the reporting of all funds received and disbursed in conjunction with the Tolton Finance Director. The Treasurer shall cause a quarterly financial report to be made to the Board. Funds will be deposited and disbursed utilizing the accounting procedures of the school. Disbursement requests from the TPA will be approved by President of the Board, the Treasurer and the Tolton Finance Director.

### **D. Secretary**

The Secretary shall keep the minutes of all meetings of the TPA, which will be kept on file with the school.

## **Section 3 – ELECTION AND SEATING OF OFFICERS**

- A.** Officers shall be selected by an election process. The TPA President shall call for nominations, oversee, and fill positions on the TPA Board in November of each year. All newly elected Officers will assume their role in January of each year.

## **Section 4 – TERMS OF OFFICERS**

- A.** The Officers of the Board will be filled in the following manner:
1. The President position will be filled by the previous year's elected President Elect.
  2. An election for a President Elect will be conducted every year.
  3. The Secretary will serve a two (2) year term beginning on January 1 of an odd numbered year.
  4. The Treasurer will serve a two (2) year term beginning on January 1 of an even numbered year.
- B.** When an Officer's term has expired, they may be re-nominated to run for another term or another position.

## **ARTICLE V – MEETINGS**

### **Section 1 – PARLIMENTARY AUTHORITY**

The rules contained in Roberts Rules of Order shall govern the TPA in all cases to which they are applicable and in which they are not inconsistent with these By-Laws or the special rules of order of the TPA.

### **Section 2 – GENERAL MEETINGS**

General meetings are open to any parents and/or guardians of currently enrolled students.

General meetings of TPA shall be held a minimum of three times per year. The time and place shall be set by the Board and notice thereof shall be posted on available and appropriate websites or newsletters, at least seven (7) days prior to each meeting.

The agenda for all General meetings shall be prepared by the President of the Board.

An annual meeting of TPA will be held during the month of November to conduct elections for the TPA Board. The meeting will be one of the three required yearly meetings.

### **Section 3 – BOARD OF DIRECTORS MEETINGS**

The Board shall meet at least monthly while school is in session.

Special meetings of the Board may be called by or at the request of the President of the Board or at least three Directors of the Board. The time and place of such meeting shall be specified in a notice directed to each Director at least two (2) days prior to such meeting.

Special meetings of the Board are to be attended only by Directors of the Board or those persons invited to attend.

The agenda for all Board meetings shall be prepared by the President of the Board.

## **ARTICLE VI COMMITTEES**

### **Section 1 – Standing Committees**

The Board of Directors may, by resolution adopted by the majority of the Board then in office, provided that a quorum is present, designate one or more standing committees to exercise all or a portion of the authority of the Board, to the extent of the powers specifically delegated in the resolution of the Board or in these By-Laws.

A Chairperson will lead and preside over a standing committee. The Chairperson is chosen by a majority vote of the Board of Directors and will serve a two (2) year term.

When a Chairperson's term has expired, they may be re-nominated to serve another term.

A committee may have a school staff member assigned as a liaison.

No committee, regardless of the resolution, may conduct or approve any action that would normally require the affirmative vote of the Board of Directors.

Committees are required to provide a report summarizing their actions at each Board meeting until the work of the committee is completed in full and the committee is dissolved.

## **Section 2 – Special Committees**

The President, subject to the approval of the Board, may appoint any additional committees, which they may deem necessary to the proper operation of the TPA, but the special committees are considered to be temporary in nature. Special committees will be established in the same manner as standing committees. Any special committee needs to have an established ending date prior to being approved by the Board. Chairpersons of special committees will report to the President. The designation of Special Committee Chairperson does not, in and of itself, grant a position on the Board of Directors. A committee may have a school staff member assigned as a liaison.

## **Section 3 – Committee Meetings**

Committee meetings may be called at any time by the President of the Board or by the committee's Chairperson. There will be sufficient and advanced notice of such committee meetings to the President of the Board, the committee's volunteers, and the staff liaison, if one is assigned to the committee.

## **ARTICLE VII – POLICIES AND PROCEDURES**

The Board of Directors shall, by resolution adopted by the majority of the Board then in office, provided that a quorum is present, set forth various policies and procedures to guide the business of TPA.

Policies and Procedures should include but not be limited to money handling, purchasing, operations, donations, etc.

## **ARTICLE VIII – FINANCES**

The funds collected on behalf of the TPA will be deposited into the school's account and, as such, are included in the scope of the annual audit of the school. The funds will be recorded specifically and identifiably to the program or purpose for which they were collected.

The Tolton Finance Director and Board Treasurer will prepare a quarterly report for the TPA Board. The Finance Director will provide the Treasurer all the details supporting the quarterly report.

## **ARTICLE IX – DISSOLUTION**

### **Section 1 – PROCEDURE**

TPA shall use its funds only to accomplish the objectives and purposes specified in these By-Laws. On Dissolution of TPA, any funds remaining shall be distributed to Fr. Tolton Catholic High School.

## **ARTICLE X – REVISIONS AND REVIEW TO BY-LAWS**

### **Section 1 – REVISION**

These By-Laws may be amended or altered by a two-thirds (2/3) vote of the Board holding office. Any proposed amendments or alterations shall be submitted to the Board and the executive leadership of Fr. Tolton Catholic High School in writing, at least ten (10) days before the Board meeting, in which they are to be included in the Agenda.

### **Section 2 – REVIEW**

These By-laws shall be reviewed in the first quarter of odd numbered years by the Board and the executive leadership of Fr. Tolton Catholic High School.

**APPENDIX A**  
**TRAILBLAZER PARENT ASSOCIATION BY-LAWS REVISION DATES**

Approved July 6, 2016  
Approved December 6, 2017  
Approved August 26, 2020

**APPENDIX B**  
**DEFINITIONS**

**Board of Directors-**The governing body of TPA consisting of the four (4) officers and the chairperson of each standing committee, which has been approved by the Board of Directors.

**Director-** Any of the four officers or any chairperson of a standing committee, which has been approved by the Board of Directors.

**Officer-** The President, President-Elect, Treasurer or Secretary, who have been elected by parents/guardians of the association and serves as a Director on the Board of Directors.

**Standing Committee Chairperson-** Leads and presides over a standing committee. The Chairperson is chosen by a majority vote of the Board of Directors and will then serve as a Director.