

# **TTA Parent Organization By-Laws**

## **Article I - Name**

The name of this organization shall be TTA Parent Partners. It is a PPO (Parent, Teacher Organization)

## **Article II - Mission/Purpose Statement**

The mission/purpose statement for this organization shall be:

The organization shall work with the school to provide a closer relationship between home, school, and community by aiding to provide activities geared towards parental and staff involvement for the well being of students.

The purpose of this organization is charitable and funds are to be used to support the educational process within the school.

In the event of dissolution of the organization all remaining funds after debts are paid shall be disbursed to Toledo Technology Academy, an affiliated Toledo Public School. In the event of a school closure, the monies shall be disbursed to the Parent Organization or School in which the students will be attending.

Our objectives are as follows:

- To promote the welfare of our TTA students in the home, school, and community.
- To promote a closer relationship between the home and school, and encourage a positive relationship between parents, teachers, and students.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

## **Article III - Policies**

Section 1. The purpose of this organization shall be to bring Parents, Students, Teachers and Administrators together through conferences, committees and projects.

Section 2. This organization shall be non-partisan and non-sectarian. No commercial enterprise and no political candidate shall be sponsored by it. Neither the name of its officers or their official capacities shall be used in any partisan interest for any purpose other than the regular work of the organization.

Section 3. This organization shall not seek to direct the administrative activities of the school or to control its policies. The organization shall function within established **Toledo Board of Education Policies and Procedures**.

Section 4. The organization may cooperate with other organizations and agencies concerned with child welfare, provided there are no commitments made which bind the members.

Section 5. In this Organization, members seeking to hold Executive Board positions must have children and/or are a full time teacher or a full time staff member of this school.

## **Article IV - Membership and Dues**

Section 1. Any parent (guardian), grandparent of a student of the school, teacher or staff person who is interested in the objectives for which this organization is organized may become a registered active member of the organization at no cost.

Section 2. Membership includes the right to run for Executive Board Member, the right to vote on organizational issues and a copy of the by-laws.

## **Article V - Officers and Board Structure**

Section 1. The Executive Board of the organization is the elected officers of President, Vice-President, Secretary, Treasurer and Recorder. The Director of the school will be considered as part of the Executive Board but with no voting rights and shall serve as an advisor.

Section 2. The Chairman of the standing committees shall be appointed by the President.

Section 3. Officers shall be nominated by any person(s). Elections will be made by secret ballot or in the event there is only one nominee per office the secret ballot may be eliminated.

Section 4. Elections shall be held at the last organization meeting of the school year.

Section 5. Both new and last officers shall work together to make a smooth transfer. At that time all notebooks and materials will be turned over to the newly elected officers. If the President and/or Treasurer are newly elected they will need to get their names transferred into the bank account and the old ones off. The Audit of the account for bonding should be completed prior to the election and before the old officers are taken off the account.

Section 6. If a vacancy occurs in an office it shall be filled by nominations from the floor at the first general meeting held following the vacancy. In the event that any office is not filled, another officer may assume the role of the vacant office on approval by a 2/3 vote by the Executive Board members.

## **Article VI-Duties of the Officers**

**President**-shall preside at all meetings of the organization and shall perform all duties usually pertaining to the office. The president will be responsible for the agenda for the meetings and for keeping that agenda. He/she shall apply for building permits as needed for the meetings. The President shall appoint all committee chairmen and act as Ex-officio member of all committees. The President is responsible for the annual examination of the books (audit) along with the Vice President and Treasurer.

**Vice-President**- shall act as an aid to the President and shall perform the duties of the President in his/her absence. Vice-President is responsible for the annual examination of the books (audit) along with the President and Treasurer.

**Secretary**-shall keep a record of all meetings of the organization and shall keep current books and records pertaining to the business of the organization except those of the treasurer. Copies of these minutes are to be given to the President, Vice-President and all members present. He/She shall work with the Recorder to conduct the correspondence of the organization along with the records of membership. All expenses including stamps, stationery and printed material will be paid by the organization.

**Recorder**-shall work with the Secretary to conduct the correspondence of the organization along with the records of membership. All expenses including stamps, stationary and printed material will be paid by the organization. He/she shall inform the organization of all invitations extended to them and acknowledge all correspondence received and send any correspondence upon request.

**Treasurer**- along with the President shall receive all monies of the organization. He/she shall keep accurate records of receipts and expenditures and pay out funds. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Board. He/she shall keep only current books in possession. All other books and cancelled checks shall remain for a period of 7 years in a designated area in the school. The Treasurer and President shall be bonded. The fee necessary to obtain liability insurance for the Organization shall be paid from the organization funds. All funds are to be kept in a local checking account. Withdrawals from the account will require 2 signatures on all transactions. The Treasurer and the President will be authorized to sign checks. Movement of the account from one institution to another will require the vote of the Executive Board. He/she shall bring the check book and account books to every meeting.

The immediate Past President shall serve as an advisor of the Executive Board.

### **Article VII -Meetings**

A regular meeting shall be held monthly by formal or informal means. Special meetings may be called by the President or by a majority of the Executive Board. A notice shall be given of change of date.

### **Article VIII -By-Law Review/Amendments**

The by-laws shall be reviewed at the beginning of each school year and adopted formally by all members of the Executive Board. A copy shall be kept on file with the Director of the building and the organization Recorder. All members will be given a copy of the adopted By-laws.

By-laws may be amended at any regular business meeting of the organization by a 2/3 vote of the members present and voting, provided that notice of the proposed amendment has been given at the previous business meeting.

### **Article X -Parliamentary Authority**

Robert's Rule of Order Newly Revised shall govern the organization.

August 19, 2009/cmc