

TRIANGLE DAY SCHOOL PARENTS ASSOCIATION

BYLAWS

Article I – Name

This association shall be called the Triangle Day School Parents Association.

Article II – Purpose

The Triangle Day School Parents Association, (hereinafter referred to as the “PA”), supports the School’s philosophy, programs and activities for the benefit of all students of Triangle Day School hereinafter: the “School”.

The PA will provide financial support through fundraising and resources to enrich the programs of the School through facilitating communication and parent education as well as encouraging and coordinating volunteerism.

The PA will foster a spirit of inclusion, partnership and cooperation among the entire TDS community.

Article III – Membership

Membership in the PA shall consist of all parents or guardians of students currently enrolled at Triangle Day School as well as the School faculty and staff.

Voting privileges of the PA membership are equal, subject to attendance, and for the purposes of electing Officers or amending Bylaws only.

Article IV -- Meetings

1. Regular PA Officer meetings shall be held each month at dates and times to be established by the Officers at the beginning of the School year and shall be announced and open to the PA membership.
2. Special meetings shall be held at the call of the President, Head of School, or any two officers.
3. A quorum shall be necessary for the conducting of any formal PA business. A quorum shall exist if at least three elected officers and the Head of School (or the Head of School’s staff/faculty designee) are present.

4. The order of business shall be as follows:
 - a. Approval of minutes of previous meeting
 - b. Financial Report
 - c. Report from the Head of School
 - d. Report of Committees
 - e. Nominations and Elections, if any
 - f. Correspondence and Communications
 - g. Unfinished Business
 - h. New Business
 - i. Adjournment

Article V -- Parents Association Officers

Section A. Definition, Terms of Election and Vacancy of Officers

1. Officers of the PA shall be a President, a Vice President, Secretary, and Treasurer.
2. Officers shall accept nominations in writing for the next year of Officers prior to the last regular meeting of the School year, typically March or April.
3. Vacancies among the Officers shall be filled at an election held during the last regular meeting of the school year, usually May or June, by a simple majority vote of the PA Membership and Officers present.
4. The term of office for Officers shall be at least one year, and shall be limited to three successive terms in the same office based on yearly election results. Officers may be elected for an Officer position other than the office they held in the previous year.
5. If the President is unable to fulfill the term, the Vice President will serve as the President until a successor is elected.

Section B. Duties of Officers

1. President: The President shall preside at all meetings of the PA or delegate duties to an Officer in attendance. They shall have general and active management of the affairs of the PA and shall see that all decisions and resolutions of the Officers are carried into effect. The President will communicate with the Head of School any agenda items that require attention prior to regular or special meetings.
2. Vice President: The Vice President shall assist the President and shall perform all the duties of the President in the event of their absence or inability to act.
3. Secretary: The Secretary shall attend and act as recorder for all regular and special meetings of the PA and/or Officers. Duties will include recording of all votes during elections, transcribing minutes of all meetings and producing meeting minutes for distribution at the next meeting.

4. Treasurer: The school shall have custody of the funds designated as PA. The PA funds will be identified as a line item on the TDS budget. The Treasurer shall keep accurate accounting of the PA fund through communication with the TDS Business Manager. Through this communication and transfer of information, the Treasurer will give a current report at each regular meeting of the PA.

*** The Head of School shall serve as an advisor to the Officers but may NOT vote.*

Article VI – Budget and Fund Accounting Directives

1. A budget of projected annual revenues and expenses shall be developed and approved by the Officers of the PA in the spring to be included in the TDS Budget for the following school year which begins on July 1st.
2. Approval or amendments to the budget shall be passed by a simple majority of PA Officers in attendance at any regular or special meeting in which a quorum has been established.
3. Limits are set for disbursement of monies by the PA. Funds should not be disbursed in excess of previously approved limits unless approved by a PA officer or officers. TDS Budget related activities are managed by the TDS Business Office and follow the accounting standards as set for by the TDS Finance Committee of the Board of Trustees.

Article VII -- Amendments

These By-Laws may be repealed, amended, or added to by a majority vote of the PA membership in attendance at any meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing to the voting population at least 14 days prior to a regular or special meeting.

Adopted on: _____ Date of Revision: _____