

# **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 OF DIRECTORS**

The Board of Directors shall be composed of three (3) Officers, who will be chosen in accordance with Article IV, and a chairperson from each standing committee, as described in Article V and depicted in Appendix C.

### **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 (officer or committee chair) 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 – OFFICERS AND ELECTIONS**

### **Section 1 – OFFICER TITLES**

The TPA will have the following Officer positions: President, President-Elect, and Secretary, 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 term is understood to be two years (one year a President-Elect, immediately followed by one year in the role of President).

The President Elect shall be responsible for a quarterly reporting of all funds received and disbursed in conjunction with the Tolton Finance Director. Funds related to TPA activities will be deposited and disbursed utilizing the general accounting procedures of the school. Disbursement requests from the TPA will be approved by President of the Board and the Tolton Finance Director.

### **C. Secretary**

The Secretary shall keep the minutes of all meetings of the TPA, which will be kept on file with the school, accessible to all Board members, using a shared Google Drive.

## **Section 3 – NOMINATION, ELECTION AND SEATING OF DIRECTORS**

### **A. Officers shall be selected by an election process. This process will be conducted via online nominations and online voting. The TPA President shall call for nominations, oversee, and fill positions on the TPA Board following this suggested timeline:**

1. Each August: TPA will send an email in late August to all parents (following the back-to-school parent social) to provide TPA officer and committee chair descriptions, highlighting any upcoming vacancies for the coming calendar year. This will also be shared via Blazer Notes.
2. Each October: TPA will send an email to all parents making a call for nominations for both officer positions and committee chair vacancies using a Google Form. Replies will be anonymous to ensure people can opt to self-nominate or nominate others. After nominations are closed, school administration will contact nominees to confirm their acceptance of the nomination(s).
3. Each November: TPA will host a fall all-parent meeting in early November to allow parents an opportunity to meet & greet officer and chair nominees prior to

annual elections. Location for this gathering can be on or off campus. Following this meeting, TPA will email an electronic ballot, inviting all parents to vote on the three TPA officer positions.

#### **Section 4 – TERMS/SUCCESSION OF OFFICERS**

- A. Officers will be elected each November as outlined in Article IV, Section 3; their new terms will take effect the following January, on the first day of the month with expectations as follows:
  - 1. The President position will be filled by the previous year’s President-Elect.
  - 2. The new President-Elect will start their two-year successive term
  - 3. The Secretary will serve a two (2) year term beginning on January 1 of an odd numbered year.
- B. When an Officer’s term has expired, they may be nominated for an alternate officer role or chair position.
- C. If a willing replacement to any officer position cannot be identified, terms may be extended at the discretion of the administration.

### **ARTICLE V - 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. Nominations will be solicited from the parent community for any forthcoming committee chair vacancies each October (per Article IV, Section 3). All interested Chairperson candidates will be openly discussed by the TPA Board of Directors and school administrators at the December board meeting. In the event there is more than one candidate interested in a chair position, informal interviews may be utilized at that time.

Following discussion/interviews, the Chairperson is chosen by a majority vote of the Board of Directors and will serve a one (1) year term, with the “first rights” option to renew twice, for a maximum of 3 years as Chairperson. If a willing replacement to any Chairperson position cannot be identified, chairperson terms may be extended at the discretion of the administration.

Upon completion of their term, a chairperson may choose to run for an officer position or an alternate committee chair position.

All standing committees will have a school staff member assigned as a liaison for oversight (see Appendix C).

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 special 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 VI – 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; however, typical meeting timeframes are August (back to school), November (just prior to annual online elections), and spring. Notice of these meetings 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.

### **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 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. Voting may be conducted if/as needed, via email.

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 President-Elect will prepare a quarterly report for the TPA Board. The Finance Director will provide the President-Elect 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, or whenever deemed necessary by the TPA President or school leadership.

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

Approved July 6, 2016  
Approved December 6, 2017  
Approved August 26, 2020  
Approved September 30, 2024

## **APPENDIX B DEFINITIONS**

**Board of Directors-**The governing body of TPA consisting of the three (3) officers and the chairperson of each standing committee, which has been approved by the Board of Directors.

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

**Officer-** The President, President-Elect 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, once formally nominated and chosen by a majority vote of the Board of Directors, subject to approval of school leadership, will serve as a Director on the Board of Directors.

**APPENDIX C**  
**CURRENT ORGANIZATIONAL CHART TO REFLECT STANDING COMMITTEES**  
**(as of 2024-25)**

