



Organization Charter

1750 W. Thunderbird Road
Phoenix, AZ 85023
Thunderbirdhighschoolparentassociation.com
president@tbirdcpa.com
TIN: 45-1603676

1.0 About the TPA

- 1.1 **Mission:** Our 100% volunteer-run Thunderbird High School Parent Association (TPA) strives to build community connections while supporting the Thunderbird High School students, teachers, administrators, and campus.
- 1.2 The Thunderbird Chief Parent Association received approval from the Internal Revenue Service as exempt from Federal Income Tax under IRS Section 501 (c) 3 and that donations to our TPA are deductible under Section 170 on October 6, 2011.
- 1.3 The TPA operates using IRS Taxpayer Identification Number (TIN) 45-1603676.
- 1.4 The TPA provides reporting to the State of Arizona Corporation Commission on an annual basis.

2.0 TPA Board Officers

- 2.1 The TPA shall maintain at least three (3) Board Officer positions filled.
- 2.2 Responsibility for the bank account and bank transactions shall be shared by at least two (2) Board Officers to maintain oversight of TPA cash.
- 2.3 The list of Board Officer positions may be amended with an update to the Organization Charter. The President, Treasurer, and Secretary positions shall be maintained as Board Officer positions though specific duties assigned to each position may vary with updates to the Organization Charter.

| Board Position | Key responsibilities |
|--|--|
| President | Drive the strategy and goals for each school year. Work with the Treasurer to propose the annual budget for Board approval Primary point of contact for Thunderbird High School Share responsibility for the bank account with the Treasurer Support all officers and Committee Chairs in their work |
| Vice-President, President Elect | Support the President and other Board Officers in their volunteer work in preparing to serve as President in the next school year. |
| Vice-President | Support all committee chairs and members in their work. Back-up for President and Secretary |
| Treasurer | Work with the President to propose the annual budget for Board approval. Provide monthly reports of current bank balance, fundraising, and expenditures compared with the plan and prior month. |
| Secretary | Schedule TPA meetings, develop the meeting agendas, track all Board Officer decisions, maintain the meeting minutes, file annual disclosures with the Arizona Secretary of State, and maintain records of TPA Insurance. |



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3.0 Committee Chairs

Maintaining a list of committees with an assigned Committee Chair can help focus the work on a defined project area, provide a good opportunity for new families to learn about the school and TPA programs, and provide a good opportunity to help new volunteers prepare for a TPA Board Officer position.

- 3.1 A committee chair may be assigned a budget line item amount from the approved budget to fund their program and then manage the committee work within that budget.
- 3.2 The list of committee chairs may be amended at any time based upon TPA priorities and changes to the list of committee chairs or committee responsibilities does not require a change to the Organization Charter.
- 3.3 The list of committee chairs should be published and made available to all TPA members.
- 3.4 Contact information for committee chairs should be provided to the Thunderbird High School administrative support team for their reference.

4.0 TPA Board Officer Responsibilities

4.1 Fiduciary Duty

- a. **Duty of Care:** Ensure prudent use of TPA assets and care for the reputation and goodwill of the organization.
- b. **Duty of Loyalty:** Prioritize the TPA mission, disclose conflicts of interest, and act in the organization's best interests when conducting TPA business.
- c. **Duty of Obedience:** Ensure our TPA complies with laws, regulations, Thunderbird High School (THS) policies, Glendale Union High School District (GUHSD) policies, and existing contracts or agreements.

4.2 TPA Board Officers shall maintain a structurally balanced annual budget:

TPA Officers are responsible for developing and approving the annual organization budget that balances planned fundraising with planned expenditures and changes in net assets. The budget may use net assets to balance fundraising and expenditures or may be designed to increase net assets by budgeting lower expenditures than fundraising. The budget should be developed with stakeholder input and shall be approved through majority vote of TPA Officers by July 31st of each year. The approved budget should be presented at the first meeting of the school year and may be amended with feedback from the first meeting. Any changes to the annual budget made after the first TPA meeting of the school year shall be approved by majority vote of the TPA Officers by August 31st of each year.

4.3 TPA Board Officer spending decisions that are consistent with the approved budget do not require formal vote in a meeting.

During the school year it is common for spending requests to be submitted in between meetings. The Fun Friday Committee Chair proposing a purchase of supplies that will be used during Fun Friday, the purchase amount is within the approved Fun Friday budget, and is consistent with the Fun Friday program the request may be approved without waiting until the next scheduled TPA meeting. The expense shall be included in the organization financial records and may be disclosed at the next scheduled TPA meeting.



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4.4 TPA Board Officer votes on routine administrative items may be conducted in electronic communication tools

Routine administrative items include spending decisions that are consistent with the approved budget, do not change policies set out in this TPA Charter, and do not represent new initiatives that are not consistent with work that has been performed by or projects supported by TPA within the past two years. TPA Officer votes and decisions made via electronic communication tools should be recorded in the Decisions List.

4.5 TPA Board Officers shall not receive payment of TPA funds in exchange for service to the TPA.

4.6 TPA Board Officer decisions shall be made by majority vote. No decision requires unanimous vote. In the event a vote is evenly split TPA Board Officers should work together to revise the issue and terms of the matter to reach majority vote on the decision. TPA Board Officers should strive to work together to serve the TPA mission and should avoid issues so contentious they cause conflict within the TPA Board Officers.

4.7 TPA Board Officer positions may be shared between two people. If approved by majority vote of the TPA Board Officers two people may share the duties of a TPA Board Officer position. When a position is shared both people equally share responsibility for the duties. Votes shall be counted by position, not by person meaning people sharing a position only carry the pro-rata share of the vote for that position. One person sharing a position may be designated as the voter for that position.

4.8 TPA Board Officers shall maintain adequate records of the TPA. TPA Board Officers are responsible for filing annual tax returns, State of Arizona disclosures, maintaining appropriate insurance coverage, and for providing organization information requested by Thunderbird High School or the GUHSD. A file maintenance system should be adequate to provide TPA Board Officer access to TPA files and records, annual budget, support for expenditures, support for tax reporting, meeting minutes, decision list, and other information needed by members or officers to maintain TPA operations.

4.9 TPA Board Officers shall work to maintain positive, professional working relationships with Thunderbird High School and GUHSD employees. The TPA exists to support Thunderbird High School. Board Officers and members should work within school and GUHSD district policy.

5.0 TPA Membership

Thunderbird High School employees and parents or guardians of enrolled Thunderbird High School students are TPA members and welcome to attend TPA meetings or volunteer to help with TPA projects.

5.1 Our TPA does not charge dues or require fees to participate as a member.

5.2 TPA members are encouraged to participate in TPA decisions and participate in group votes held during TPA meetings.



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- 5.3 Members of the community who are not Thunderbird High School employees or parents / guardians of enrolled Thunderbird High School students may be invited to participate in TPA meetings and in TPA activities.
 - 5.4 The TPA Board Officers have the right to request disruptive members or community members leave a TPA meeting or event or activity.

TPA Meetings

TPA meetings are generally held the first Monday of each month during the school year. The Secretary should work with Thunderbird High School Administrators to adjust the meeting schedule when a scheduling conflict such as first school day, holiday, or other school events conflict with the established meeting schedule. TPA meeting scheduled should be published before start of the school year and changes to the regular meeting schedule should be shared with the members once the change decision, meeting location, and meeting time is finalized.

5.1 TPA meetings and meeting information should be made accessible to as many members as possible.

5.2 Member votes: TPA Board Officers may submit decisions to vote by all members during TPA meetings but only the TPA Board Officers have authority to manage the budget, control TPA assets, and to make changes to the TPA Charter.

5.3 Meeting Minutes should include the following:

- a. Meeting date and time
- b. Agenda
- c. Attendees
- d. Summary notes of discussion topics detailed enough to help members understand the discussion topic and key points without providing a transcript of the discussion
- e. Decision List that clearly identifies the date, decision, and funding or spending value of the decision. All decisions that obligate spending TPA funds shall be logged in the Decision List.

6.0 Changes to the TPA Charter

Changes to the TPA Charter shall be approved by vote of the TPA Board Officers, should be presented to the members. The Charter shall be considered active for dates following the Approved As Of date marked on the Charter with previous versions maintained and clearly marked. The Charter shall be considered current until approval is documented, Approved As Of date is updated, and the TPA Board Officers serving at the time of the approval are documented in the Charter. Newly elected TPA Board Officers are not required to sign the Charter and may serve in their position under the Approved As Of date Charter.



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7.0 Unclear or Undefined Matters

Definition of terms, interpretation of policy or TPA operating decisions that are not specifically defined in this Charter should be discussed by TPA Board Officers with the guiding principle that TPA decisions and TPA actions should be consistent with the TPA Mission set forth in this Charter. TPA Board Officers should communicate resolution of matters not clearly defined in this Charter to members and should update the Charter when needed.

8.0 Signature Approval of the TPA Organization Charter

The TPA Board Officers noted below approved this TPA Organization Charter.

President

| | | |
|-------------------------------------|--------------------|----------------|
| <u>John Martin Catherine Martin</u> | <u>[Signature]</u> | <u>6/11/24</u> |
| Written Name(s) | Signature(s) | Date |

Vice President-President Elect

| | | |
|-----------------|--------------|-------|
| _____ | _____ | _____ |
| Written Name(s) | Signature(s) | Date |

Vice President

| | | |
|-------------------|--------------------|----------------|
| <u>Dawn Green</u> | <u>[Signature]</u> | <u>6-11-24</u> |
| Written Name(s) | Signature(s) | Date |

Treasurer

| | | |
|--------------------------|--------------------|----------------|
| <u>Jennifer Elzholtz</u> | <u>[Signature]</u> | <u>6-11-24</u> |
| Written Name(s) | Signature(s) | Date |

Secretary

| | | |
|---------------------------|--------------------|----------------|
| <u>Danielle Cervantez</u> | <u>[Signature]</u> | <u>6-11-24</u> |
| Written Name(s) | Signature(s) | Date |