

**PARENT-TEACHER FELLOWSHIP
BY-LAWS
JUNE 2007**

Article 1: Organization

- 1.1 Name: The organization shall be known as Plymouth Christian Academy Parent-Teacher Fellowship.
- 1.2 Overview and Philosophy: The PCA Parent-Teacher Fellowship is a volunteer group of individuals who have come together to provide opportunities for parents to serve and encourage the faculty and to support the ministry of Plymouth Christian Academy. The Parent-Teacher Fellowship is not an independent organization, but rather operates under the authority of the Plymouth Christian Academy Administration and the Board of Regents. The Parent-Teacher Fellowship reports directly to the School Administration by way of the Development Office. The Development Office reports to the Head of School and the Board of Regents.
- 1.3 Goals:
- A. Encourage every parent of a student at Plymouth Christian Academy to become involved with the Parent-Teacher Fellowship. To provide a channel of communication between the parents of Plymouth Christian Academy and school administration.
 - B. Support the faculty in both personal and professional ways which will be accomplished by the raising of funds. These funds will be used to provide for teacher's classroom needs and reduce the need for their personal expenditure. The funds will also be used to improve areas of the school that directly impact the teaching staff.
 - C. Build community and school spirit. This will be accomplished by, but is not limited to, the Parent-Teacher Fellowship being an active presence at school orientation meetings, the planning and implementation of the Teacher and Staff Appreciation Luncheon, and providing prayer support for all those involved in Plymouth Christian Academy.
- 1.4 Basic Policies:
- A. No projects or fund raising activities may be initiated by the Parent-Teacher Fellowship, nor expenditures made, until the project or expenditure has been approved by the members of the Board and the school administration. All fund raising proposals and expenditures must receive advance approval by the school administration.
 - B. The Parent-Teacher Fellowship will abide by all policies of Plymouth Christian Academy and Calvary Baptist Church, and be under the authority of the school administration and the Board of Regents.
 - C. The name "Plymouth Christian Academy", or "PCA", (or any other abbreviation of deviation thereof), or any logo of symbol intended to identify Plymouth Christian Academy, may not be used in any manner without the advance consent of the Head of School. This prohibition shall apply by way of example, to fund

- raising activities, advertisement, and announcements, as well as the use of the school name or logo on any products of goods.
- D. Individual Parent-Teacher Fellowship Board members shall make no commitments that bind the group he represents without approval of the full board.
 - E. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, or other private persons except that the PTF be authorized and empowered to pay compensation for services rendered as deemed necessary for the operation of the Parent Teacher Fellowship.
 - F. The Parent-Teacher Fellowship shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code.

Article 2: Membership

- 2.1 Membership is open to any Plymouth Christian Academy parents, grandparents, alumni and alumni parents, teachers, and other staff members without regard to race, color, religion, sex, national origin, or physical capability. High school students are not eligible for membership.
- 2.2 Each member of the Parent-Teacher Fellowship Board shall be entitled to one vote on each matter submitted to a vote of the members.
- 2.3 The membership of the Parent-Teacher Fellowship Board shall begin on July 1st and end of June 30th of the following year, in keeping with the fiscal year.
- 2.4 The Parent-Teacher Fellowship Board by affirmative voter of 2/3 of all members may suspend or expel a member for cause after an appropriate hearing.
- 2.5 No member shall be held personally liable for the organization's liabilities, debts, or obligation.

Article 3: Election of the Parent-Teacher Fellowship Board Members

- 3.1 New Board members shall be selected by secret ballots of the voting members of the Board at a meeting held in May of each year, unless otherwise specified.
- 3.2 New Board members shall assume their official duties on June 1st and serve for a term of at least one year or until their successors are elected.
- 3.3 Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- 3.4 Each Board member shall be in attendance a minimum of 70% of the meetings during the year.
- 3.5 An officer may be removed by the school administration or the majority vote of the

PTF Board. An officer may resign by providing written notice to the President. Notice of resignation is effective when received, or at a subsequent time designated in the notice.

- 3.6 If a Parent-Teacher Fellowship Board member dies, resigns, is removed, or is otherwise unable to complete the term of office, the remaining officers will elect a successor by majority vote to serve until the expiration of the normal term of the officer.

Article 4: Election and Duties of the Board Officers

- 4.1 The President will be elected by the majority vote of the Board members. The President will preside at all meetings. The President may appoint standing and special committees. The President will be an ex-officio member of all committees and act as a liaison between the various committees in order to coordinate committee efforts. The President will perform all other duties incident to the office, subject, however, to the control of the school administration.
- 4.2 The Vice-President will be elected by the majority vote of the members. The Vice-President will be subject to the control of the President and will have the powers and perform the duties that are assigned to him by the President. If the President is unable to perform because of inability or absence, the Vice-President will perform the President's duties.
- 4.3 The Recording Secretary will be elected by the majority vote of the members. The Secretary will keep minutes of the PTF meetings. The Secretary will keep a register of the names and addresses of each officer and member. The Secretary will provide a summarized record of all PTF proceedings to the school administration.
- 4.4 The Treasurer will be elected by the majority vote of the members. The Treasurer will collect all income and will keep full and accurate accounts of all receipts and disbursements. The Treasurer will deliver all monies to the Finance Office for deposit into the school's general fund. All monies so deposited will be designated as the Parent-Teacher Fellowship funds and will be accounted for separately, in accordance with the school's business practices. The Treasurer will request the Finance Office to make disbursements from the PTF funds by submitting to the Finance Office a written request approving expenditure and bearing the signature of the Treasurer, or in his absence, one of the other officers. The Treasurer will submit a written record of all receipts and disbursements at the PTF Board meetings and at any other time as requested by the President or the school administration.

Article 5: Meetings of the Board

- A. Meetings will be held not less than 4 times per year. All meetings will be announced in advance and will be held at a time and place designated by the President.
- B. Committees of service teams will meet as necessary. All committee meetings will be

announced by the President to the members of the committee in advance.

- C. The members present at any meeting will constitute a quorum for the purpose of transacting business at that meeting.

Article 6: Duties of Committees

The Parent-Teacher Fellowship may establish committees to carry out the purpose of the group.

Article 7: Books and Records

The organization shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its meetings. All books and records may be inspected by any member for any proper purpose at any reasonable time. The Secretary will keep a register of names and addresses of each officer and member. The Secretary will provide a summarized record of all PTF proceedings to the school administration.

Article 8: Fiscal Year

The fiscal year of the PTF shall begin on July 1st and end of June 30th of the following year.

Article 9: Amendments of the By-Laws

These by-laws may be amended or repealed, or new By-Laws may be adopted, by a 2/3 vote of the members.

No change or amendment to the By-Laws will be considered final until approved by the school administration and the Board of Regents.