

# **PARENT-TEACHER FELLOWSHIP BY-LAWS    JUNE 2012**

## 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 Superintendent.

### 1.3 Goals:

A. Support the faculty in both personal and professional ways, which will be accomplished by the raising of funds. These funds will be used to make classroom improvements as requested by teachers and approved by the Superintendent. PTF funds will also be used to improve areas of the school that directly impact the staff as approved by the Superintendent.

B. Support PCA students (elementary through secondary) by supporting their classroom teachers, building school spirit, and making improvements to areas of the school that impact students as approved by the Superintendent.

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.

D. Encourage parents of students at Plymouth Christian Academy to become involved with the Parent-Teacher Fellowship and/or help make them aware of all ways to volunteer at PCA. Facilitate communication between PCA parents and School Administration.

### 1.4 Basic Policies:

A. No projects or fund raising activities may be initiated by the Parent Teacher Fellowship until the project and/or fund raising have been approved by the Superintendent.

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 Superintendent.

C. The name “Plymouth Christian Academy”, or “PCA”, (or any other abbreviation of deviation thereof), or any logo or symbol intended to identify Plymouth Christian Academy, may not be used in any manner without the advance consent of the Superintendent or designated representative. 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 members shall make no commitments that bind the group without approval of the full committee.

E. No part of the net earnings of the organization shall benefit, 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. Students are not eligible for membership.

2.2 Each member in good standing of the Parent-Teacher Fellowship shall be entitled to one vote on each matter submitted to a vote of the members.

2.3 A member in good standing is defined as a member who was in attendance in at least 50% of the regularly scheduled meetings in the previous twelve months or is in a Chair Position of the PTF. Only members in good standing are able to be a PTF officer (President, Vice President, Recording Secretary, or Treasurer). Only members in good standing are able to vote for these offices.

2.4 The membership of the Parent-Teacher Fellowship shall begin on July 1st and end of June 30th of the following year, in keeping with the fiscal year.

2.5 The Parent-Teacher Fellowship by affirmative vote of 2/3 of all members in good standing may suspend or expel a member for cause after an appropriate hearing.

2.6 No member shall be held personally liable for the organization’s liabilities, debts, or obligation.

## Article 3: Election of the Parent-Teacher Fellowship Officers

3.1 New Officers shall be selected by secret ballots of the members in good standing at a meeting held in May of each year, unless otherwise specified.

3.2 New Officers 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 Officer shall be in attendance a minimum of 70% of the meetings during the year.

3.5 An officer may be removed by the School Superintendent or by a 2/3 vote of the PTF members in good standing. 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 Officer 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 Officers

4.1 A minimum of two weeks notice must be given notifying the membership of an election meeting.

4.2 The President will be elected by a 2/3 vote of the members in good standing and in attendance. 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 to the oversight of the School Superintendent.

4.3 The Vice-President will be elected by a 2/3 vote of the members in good standing and in attendance. The Vice-President will be subject to the oversight 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 of absence, the Vice-President will perform the President's duties.

4.4 The Recording Secretary will be elected by a 2/3 vote of the members in good standing and in attendance. 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 superintendent

4.5 The Treasurer will be elected by a 2/3 vote of the members in good standing and in attendance. The Treasurer will keep full and accurate accounts of all receipts and disbursements. Person in charge of activity delivers all monies collected to the Secondary Office for deposit into the PTF's 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 meetings and at any other time as requested by the President or superintendent.

A. Deposit Protocol: All deposit forms and monies are turned into the Secondary Office, by the person in charge of that activity. Secondary Office staff person then turns deposit into financial staff in church office.

B. Reimbursement Protocol: All green forms are turned into the PTF Treasurer, who initials and approves disbursement. Treasurer then turns green form into Secondary Office staff person in charge of handling finances.

#### Article 5: Meetings of the Officers

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. Any member in good standing may inspect all books and records 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 Superintendent.

#### 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 Superintendent.