

**Parent Teacher Fellowship
Covenant Christian School
Bylaws (Revised April 2017)**

Article I: Name, Principal Office, and Governing Authority

Section 1: The name of this organization shall be Parent Teacher Fellowship of Covenant Christian School (hereafter known as PTF).

Section 2: Principal office (mailing address) shall be Covenant Christian School, 3130 Atlanta Road, Smyrna, GA 30080.

Section 3: Governing Authority: All activities or actions must have prior approval from the Covenant Christian School Board of Trustees.

Article II: Purpose of Organization

Section 1: Objectives of the PTF shall be
To present a constant witness of Jesus Christ, our Lord and Savior.
To support the spiritual and educational growth of CCS families in alignment with the CCS mission statement.
To encourage and promote fellowship among parents, teachers and staff.

To pray for God's blessings on CCS.

Section 2: Means for obtaining objectives shall be:
Developing PTF groups for fellowship, prayer, and discussion of classroom needs. A PTF group consists of the parents, teachers and students in each specific class, grade or group of grades as considered appropriate by the PTF Officers
Sponsor school-wide fellowship and educational events.
Sponsor prayer groups.

Article III: Membership

Section 1: Membership in the PTF shall be open to all parents or legal guardians of children currently enrolled at CCS and to all teachers and staff of CCS.

Section 2: Membership in the PTF may continue during a child's active enrollment at CCS.

Section 3: Dues may be charged annually to parents, but may not exceed \$5 per family. Dues have not been collected for several years.

Article IV: Officers

Section 1: PTF Officers shall be elected positions from the current, active membership. Eligible

candidates will have been at the school for at least one academic year. Officers should be recognized as spiritual leaders.

Section 2: The officers of the PTF shall be President, Vice President, Secretary and Treasurer. They shall be elected annually by the membership. Officers shall receive no remuneration for discharging the duties of their offices but may be employed by CCS in other capacities.

Amendment: President may appoint a President-Elect Officer with the goal for that officer to take on the role of President the following year.

Section 3: The election of officers shall be held at the last PTF meeting. Officers shall be elected by ballot of a majority of the members present. Newly elected officers shall take office at the end of the academic year and serve until their successors are elected and qualified.

Section 4: Nominations for officers from the membership shall begin at the 1st PTF meeting in the 2nd half of the year and close at the approximately one month prior to the last PTF meeting of the year. The current PTF President will verify the acceptance of the nominees and present a list of nominees to the CCS Board for its approval before the vote.

Section 5: A vacancy in any elective office may be filled for the balance of the term by appointment of the Headmaster, and ratified by a vote of the membership.

Section 6: Duties of Officers:

All officers must act with the highest Christian character and integrity. They must be in good standing with the PTF and the school regarding any financial or other obligations. The CCS Board may remove any officer who does not meet these qualifications.

President. The President shall be the chief officer of the PTF. The President shall conduct meetings and shall be responsible for keeping the CCS Board informed of all PTF activities with brief, periodic written reports. A periodic report shall be made prior to Christmas break for the fall term and prior to the last day of school for the spring term. The President may be invited to attend CCS Board meetings to present reports and answer questions. The President shall appoint any and all committees as needed and shall be an ex-officio member of all said committees. The President shall have all other duties and powers as are incident to the office prescribed by the CCS Board.

Vice-President. The Vice-President shall perform such duties as may be directed by the President. The Vice-President shall assume the duties of the President when the President is absent or unable to discharge the duties of the office. The Vice-President shall perform such other duties as may be required by the CCS Board.

Secretary. The secretary shall maintain accurate records, keep minutes of each meeting, issue call of meetings, write letters as directed by the agreement of all officers, and file copies of the Bylaws, minutes, letters and committee special reports. The

secretary shall perform such other duties as are required by the PTF President and CCS Board.

Treasurer. The Treasurer shall have the custody of all moneys of PTF, shall maintain the financial records, and shall balance the same each month. The treasurer shall disburse moneys as directed by the President. The treasurer shall prepare periodic financial reports and submit them to the CCS Board as follows: prior to Christmas break for the fall term and prior to the last day of school for spring term.

Section 7: Any officer of the PTF may be expressly authorized by the CCS Board to perform any function that is usually performed by any other officer.

Section 8: To maintain continuity of leadership, the current officers should select one of themselves to serve as President the following year. In the event that more than one current officer (or no officer) desires the position, an election can be held for President. Or the President may have a President-Elect role who will step into the role as President in the following year. Officers are limited to two consecutive terms regardless of position unless no other volunteers accept nominations and the is not a willing member to step into the office. Must be approved by CCS administration and the CCS Board.

Section 9: 2 PTF Class Representatives aka Room Parents shall be requested to volunteer at the beginning of the school year. The Room Parents shall act as a liaison between the PTF Officers and the PTF group (parents within their class). The Room Parents shall solicit participation of PTF group members in PTF sponsored functions and communicate group concerns to the officers. The Room Parents shall be responsible for maintaining regular communication with the teachers and parents in the group.

Section 10: The faculty will provide one or more faculty representatives to be present for each PTF meeting. The Faculty Representative(s) shall act as liaison between the members and the faculty. The Faculty Representative shall solicit participation of teachers in PTF sponsored functions and communicate faculty concerns to the officers.

Section 11: The PTF Officers may select a Room Parent Chair to be responsible for communication with the PTF Class Representatives.

Article V: Financial Procedures

Section 1: PTF shall maintain a checking account at a financial institution approved by the CCS Board. Two signatures shall be required for any disbursement in excess of \$500. Signatures to the account shall include the Treasurer, the Vice President, and the President.

Section 2: The PTF Council shall prepare an annual budget to be approved by the CCS Board of Trustees. The Council, the Headmaster/Principal, or a member of the Board must individually

approve any non-budgeted expenditures in excess of \$100.

Section 3: All purchases shall be made using the available funds in the PTF account. The PTF may not incur debt, nor may it purchase on credit.

Section 4: The PTF checkbook and all other financial records shall be stored in the school office during the summer months unless in use by the next year's officers. The Treasurer shall present said documents to the office prior to the last day of school.

Section 5: At the end of each school year, all non-designated funds in excess of \$200.00 remaining in the PTF account shall revert to the CCS general fund. Designated funds include, but are not limited to, funds set aside to meet PTF obligations at the beginning of the new school year.

Section 6: In the event of the dissolution of the PTF, any remaining funds or other assets shall revert to the CCS General Fund.

Section 7: All net receipts shall be dispersed by majority vote of the PTF Officers and shall be used to fund PTF events or to meet non-budgeted needs of the school. Any non-budgeted need or project should be approved by the CCS Board. They determine the priority of all such projects PTF Groups may collect funds at the Group level to purchase items for individual classrooms. Such purchases, individually, shall not exceed \$100.

Article VI: Meetings

Section 1: The PTF membership shall meet at least 3x/year during the months in which school is in session to pursue the objectives of the organization. Meetings will be scheduled through the school calendaring process in order to avoid conflict with other school or church functions. Meeting dates will be announced in writing at least one week prior to the meeting. Ideally, all meetings should be included on the school calendar distributed at the beginning of the year.

Section 2: Special meetings may be called by the President with a three-day written notice to the members.

Section 3: A quorum of 15% of the total PTF membership must be present at any meeting to conduct business (such as an election).

Section 4: Meetings shall be opened and closed in prayer, and a devotional may be brought by a full-time CCS teacher or other individual with prior approval by the Headmaster/Principal.

Section 5: Any outside speaker to address the PTF must receive prior approval of the CCS Headmaster/Principal.

Article VII: Parliamentary Procedure

The rules contained in Robert's Rules of Order shall govern the PTF in all cases where they are applicable and when they are not inconsistent with the Bylaws.

Article VIII: Amendments to Bylaws

Amendments, changes, deletions, or any alterations to these Bylaws shall not be made without approval of the CCS Board.