



PIEDMONT CHRISTIAN SCHOOL PARENT TEACHER FELLOWSHIP BYLAWS

ARTICLE I – NAME

The full name of the organization is Piedmont Christian School Parent Teacher Fellowship...hereafter referred to as the PTF.

ARTICLE II – MISSION

The mission of the Parent Teacher Fellowship (PTF) at Piedmont Christian School is to promote Christian fellowship within the school community; to encourage unity and communication among the administration, educators and parents. With time, funds raised, and prayer we assist in improving programs, facilities, and the atmosphere within PCS, all with the intentional purpose of educating students with the transforming truth of Christ through Kingdom Education.

“Now may the God of patience and comfort grant you to be like-minded toward one another, according to Christ Jesus” Romans 15:5

ARTICLE III – BASIC POLICIES

The PCS PTF shall be nonprofit, nonsectarian and nonpartisan.

The PTF shall work with the school to help provide quality education for children and youth. The PTF recognizes that the Administration and School Board as having the responsibilities to make decisions about school policy.

All members of the PTF and the PTF board are strictly voluntary positions.

All board meeting minutes, and committee records shall be maintained electronically in an established, secure location.

ARTICLE IV – MEMBERSHIP

PCS PTF is a parent-operated fellowship that supports PCS. Membership is automatic, and consists of all teachers, school staff, parents or guardians who wish to promote the goals and mission of PCS PTF.

No membership dues are required of any member of the PCS PTF.

Each member has one vote per election.



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ARTICLE V – OFFICERS

Officers shall consist of the President, Vice President, Secretary, Treasurer, and past President. These officers form the PTF Executive Board. Officers will hold a one year term, with the interim President holding a 4-month term. Thereafter, the President, Vice President and Secretary will hold a one year term.

A nominating committee chaired by the Vice President will make nomination of officers for the approaching April installation. The committee should have a minimum of three nominees, and candidates must be approved by the school's administration.

Officers shall assume their official duties at the close of the school year and shall serve until their successors take office.

If a PTF office is vacated prior to completion of term, the remaining PTF Executive Board members shall appoint a successor to complete the term. A majority vote secures the candidate for the office.

The PTF board has the authority to create standing committees. Prior to the event, every committee must make known to the PTF general membership how funds raised will be used. Requests for all fundraising activities must be approved by the PTF board and PCS administration.

One teacher shall be appointed by the school administrator to serve as a staff liaison.

An officer or chairman may be removed from office for failure to perform duties, criminal misconduct, or unethical behavior in PTF business. An officer or chairman who misses three consecutive meetings may also be removed from office.

ARTICLE VI – OFFICERS' RESPONSIBILITIES

PRESIDENT

1. Schedule, prepare agenda for and preside over monthly executive meetings and general meetings.
2. Serve as liaison between the administration and the PTF.
3. Maintain communication with Chairs & Vice-Chairs on status of events.
4. Assign officer to oversee new committees approved by PTF Executive Board.



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5. Oversee the following committees by staying in contact with the chairperson and being available for informational assistance

- Community Outreach
- Fundraising Committee

The office of President is recognized as a one-year term. In addition to this one-year term, he/she will also serve as Past President for one year following the Presidency.

VICE PRESIDENT

The office of Vice President is recognized as a one-year term. In addition to this one-year term, he/she will also serve as President following the Vice Presidency.

1. Attend monthly executive meetings and general meetings.
2. Perform duties of the President in the absence or inability of that officer to act, and shall assist the President when called upon.
3. In case of vacancy in the office of President, the Vice-President shall assume the duties of the President until the next annual appointment.
4. A nominating committee chaired by the vice-president will make nomination of officers for the approaching April installation. The committee should have a minimum of three people, and candidates must be approved by the school's administration.
5. Oversee the following committees by staying in contact with the chairperson and be available for informational assistance:
 - Alumni committee
 - Safety committee

SECRETARY

The office of Secretary is recognized as a one-year term.

1. Record and disperse minutes of PTF general meetings
2. Attend monthly executive meetings and general meetings
3. Make sure members sign in at the general meetings



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4. Responsible for nametags at general meetings
6. Checking in/out of PTF property (i.e. tablecloths, etc.)
7. Send approved minutes to the administrator
8. Create and maintain resource document containing committee descriptions
9. Oversee the following committees by staying in contact with the chairperson and be available for informational assistance:
 - Welcoming New Families
 - Field day committee

TREASURER

The office of Treasurer is recognized as a two-year term.

1. Attend monthly executive meetings and general meetings
2. Oversee PTF Annual Operating Budget.
3. Review monthly PTF financial statements relating to all PTF events.
4. Work with Committee Chairs on event expenditures and budget.
5. Responsible for the counting and deposit of all monies of the PTF.
6. Request checks as directed by the PTF and distribute reimbursements.
7. Work with executive board and new incoming Treasure (if applicable) to prepare operating budget for the forthcoming school year.
8. Oversee the following committees by staying in contact with the chairperson and be available for informational assistance.
 - Teacher Appreciation committee



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PAST PRESIDENT

1. Attend monthly executive meetings and general meetings
2. Oversee the following committees by staying in contact with the chairperson and be available for informational assistance:
 - Assists President in an advisory position

The office of Past President is recognized as a one-year term.

ARTICLE VII – PTF EXECUTIVE BOARD

The Executive Board shall consist of the officers of PTF.

The President and Vice President will appoint vacancies of chairpersons in the case of resignation of chairperson prior to end term. Exiting chairpersons should submit their resignation to the President in writing. President and Vice President will make appointment of new chair.

New committees may be formed by a vote of the Executive Board.

The Board's duties shall include, but not be limited to, the following: transacting necessary business, creating committees, approving committee work plans, reporting board activities to the PTF at general meetings, approving and maintaining a budget.

The Executive Board may transact business at intervals between meetings.
The Executive Board will prepare a budget for the next school year.

Board meetings will be conducted within a week of a general PTF meeting. Board meetings will be held monthly with the exception of December and June.

ARTICLE VIII – COMMITTEES- CHAIRPERSONS/VICE CHAIRPERSONS

Each committee shall have a Chairperson and a Vice Chairperson. The term of the Committee Chairperson shall be one year, with the Vice Chair becoming Chairperson the following year. In lieu of this procedure, a chairperson may remain as chair with a term limit of two years, with approval from the PTF president and vice-president.

1. Represent committee during PTF meetings.



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2. Establish mission of the committee, with approval of Executive Board.
3. Recruit members.
4. Maintain contact with members via phone, email or meetings as needed.
5. Communicate with president and vice-president of committee activities and needs.
6. Prepare a budget to be submitted to the Executive Board and approved before release of funds from PTF treasurer.
7. Prepare and present reports to Executive Board upon request.
8. Delegate duties, as necessary, to fulfill the mission of the committee.
9. Prepare an After Action Report (AAR) to be submitted to the PTF Executive Board for filing and the vice-chairperson or successor's notebook.
10. Prepare publicity for event/committee activities or needs. To be approved by President and administrator.

ARTICLE IX – COMMITTEES-MEMBERS

Each committee shall have a Chairperson and a Vice Chairperson. The term of the Committee Chairperson shall be one year, with the Vice Chair becoming Chairperson the following year. In lieu of this procedure, a chairperson may remain as chair with a term limit of two years, with approval from the PTF president and vice-president.

1. Represent the committee during PTF meetings.
2. Work with chairs and committee members willingly to execute the mission of the committee.

ARTICLE X – CODE OF CONDUCT

PTF volunteer leaders, including officers and chairpersons, should:

1. Practice discretion and demonstrate integrity in conduct.
2. Practice pure speech.
3. Be a school supporter.



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The PTF Executive Board and the administrator will examine a breach of code of conduct. Possible resignation of position may occur if deemed appropriate by PTF Executive board and Administration.

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.” Philippians 4:8

ARTICLE XI – GENERAL MEETINGS

At least four general meetings of the PTF will be conducted during the school year. These will be announced at least one week prior to the general membership.

The April meeting shall be the initiation meeting of the new officers and chairpersons for the following school year.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the organization in all case to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order of the organization may adopt.

ARTICLE XIII – AMENDMENTS

Recommendations for amendments may be referred to the school board for study.

Approved amendments will be posted for 10 days prior to the April meetings for voting of membership. Votes may be submitted in person or online.

Amendment will pass with a majority vote will be included in the by-laws.

Annually, the PTF board will review and update the bylaws if needed each September. Any changes must be voted on and approved by 2/3 majority vote of PTF board.

ARTICLE XIV – FINANCIAL RESPONSIBILITIES

The fiscal year shall begin as of August 1 and end on the following July 31st. All funds donated, raised, or acquired by the PTF are to be used exclusively to support and enhance Piedmont Christian School.



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It shall be within the power and discretion of the executive board to determine the disbursement of the funds generated through fundraising events.

All PTF activities, projects, and events are funded by fundraising events, sponsorships, and donor gifts.

Every attempt shall be made to promote the best stewardship of PTF funds. This includes the following:

- Careful consideration of expenditures. All expenditures shall be considered based upon their value to the school in accordance with PTF objectives.
- Cautious selection of vendors. Single transactions of items over \$300 require written bid comparisons. When possible, at least three vendors shall be considered based upon quality, price, and best fit.

Any bank account, which PTF oversees, is maintained by the PTF treasurer and monitored by the administrator and school board.

No part of the gross earnings of the PTF shall benefit or be distributed to any officers, members, or private persons.

Officers and members will be reimbursed appropriately for out of pocket expenses that were paid on behalf of the PTF. Expenses must receive prior approval by Treasurer for purposes of reimbursement. In the event of the dissolution of the PTF, the organization's assets shall be turned over to Piedmont Christian School in Bumpass, Virginia, and all records submitted to the administrator.