



PROVIDENCE ACADEMY PARENT- TEACHER FELLOWSHIP (PTF) BYLAWS

September 2014

ARTICLE I – NAME

The name of the organization is the Providence Academy Parent-Teacher Fellowship, hereto forward referred to as PA PTF.

ARTICLE II – ARTICLES OF ORGANIZATION

The organization exists as an unincorporated organization of its members and these bylaws, as from time to time amended, shall be deemed to be its Articles of Organization.

ARTICLE III – OBJECTIVES

Section 1. The organization is organized exclusively for charitable, scientific, literary, or educational purposes. To develop a positive and welcoming climate for all parents and to assist the Providence Academy Board of Trustees, administration and faculty in meeting their current needs through:

- A. Advancing the mission and vision of the school and contributing to a positive climate.
- B. Facilitating communication between the parents, Board of Trustees, Director, administrative staff and faculty.
- C. Providing support to PA faculty, staff, and administration to do their work effectively.
- D. Expanding parental participation.
- E. Promoting parental involvement in defraying academic and programmatic costs through volunteering.
- F. Promoting academic, spiritual and social development of our students and their families.
- G. Serving and loving the Providence Academy Board of Trustees, faculty, staff, and administrators as they carry out their work and promoting their personal welfare.

Section 2. The objectives of the organization are:

- A. To promote the welfare of children in the home, school and community;
- B. To enrich the children's environment;
- C. To bring into closer relations, the home and school, so that parents and teachers may cooperate intelligently in the education of children; and
- D. To develop between educator and the general public such united efforts as will secure for all children the highest advantages in physical, mental, social and moral development.

Section 3. The objectives of this organization are promoted through an educational program directed towards parents and teachers that are developed through committees, projects and programs and are governed and qualified by the basic policies set forth in ARTICLE IV.

ARTICLE IV – BASIC POLICIES

The following are basic policies of this organization:

- A. The organization shall be non-commercial, non-sectarian, and non-partisan.

B. The organization shall not consider personal grievances against the school administration, teachers, or other staff members or any officers or members of the organization and no member shall use it as a forum to raise such issues.

C. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to seek competitive bids over \$500 where otherwise applicable, pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE IV hereof.

D. The organization shall create and maintain a "Policy and Procedure Manual" available to the membership which will have all member approved policies and procedures not stated in the by-laws.

ARTICLE V – MEMBERSHIP, DUES, AND PRIVILEGES

Section 1. Membership in this PTF shall be made available without regard to race, color, creed, national origin, disability, or any other status protected under Federal, State, or local laws or ordinances, to any individual who subscribes to the Objectives and Basic Policies set forth in Articles III and IV above who has a child attending Providence Academy or is employed as a staff member of Providence Academy.

Section 2. This PTF shall conduct an annual enrollment of members but may admit new members at any time.

Section 3. The membership year shall be from August 15th to August 14th, inclusive. Member families who join during the membership year shall pay dues for that year.

Section 4. Each member family shall pay annual dues to said organization as may be prescribed by the organization.

Section 5. The privilege of making motions, voting, holding positions on committees, or serving as an officer in this PTF shall be limited to members of the PTF. Failure to subscribe to the Objectives and Basic Policies set forth in Articles III and IV above and/or a failure to remain current on dues to this PTF may result in the revocation of these membership privileges.

ARTICLE VI – GENERAL MEMBERSHIP MEETINGS

Section 1. General membership meetings shall be held two times during the fiscal year or as otherwise determined by a majority vote of the board membership.

Section 2. Items for the meeting agenda must be submitted in writing to the secretary no less than one week prior to the monthly board membership meeting. Failure to submit an item for the agenda in this manner may result in the item being tabled until the next board or general membership meeting whichever comes first.

Section 3. A majority of the Organization's board officers must be present to conduct a either a board or general membership meeting. The highest ranking board officer present shall preside over the meeting.

Section 4. At any board meeting, for the transaction of business, a simple majority vote will be taken of the members with voting privileges present. Each family membership with voting privileges shall be entitled to one vote, in the event two family members should serve on the board or as chairs.

ARTICLE VII-OFFICERS AND THEIR ELECTIONS

Section 1. Each officer of this PTF shall be a member of this PTF.

Section 2. The Executive Board officers of this organization shall be:

- A. A President and Vice-Presidents, Treasurer, Communications, and Secretary in succession. .
- B. These officers shall be volunteer positions to be reevaluated every year in the month of May.
- C. Officers shall assume their duties in June and shall serve for a term of up to two years, at the officer's discretion.
- D. A person shall not be eligible to serve more than two terms in the same office unless there is no other volunteer to fill that office.
- E. In order to be eligible for a Board position, other than President or Vice-President, a person should have served as a Chair/Co-Chair of at least one committee for this PTF prior to holding office unless there is no other volunteer that fulfills this requirement.
- F. In order to be eligible for President a person should have served as another officer on the Providence Academy PTF Board prior to holding this office. If no such person is available, a person could be eligible if they had chaired a larger committee as determined by the Executive Board.
- G. In the event of a resignation or vacancy in a Board position or an appointed chair of the organization, the President or next highest officer will appoint a replacement.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1. In addition to the duties that may be set forth elsewhere in these bylaws, the President shall:

- A. Preside at all meetings of the organization, the Executive Board and the chairpersons.
- B. Act as ex-officio member of all committees.
- C. Approve chairpersons of special committees.
- D. Approve chairpersons of standing committees, subject to approval of the majority of officers.
- E. Keep an accurate roster of the names and addresses of the respective officers and the names and addresses of the members of the organization's Executive Board.
- F. Must approve and sign all outgoing checks – if the account requires.
- G. Assign a Vice-President to approve and sign checks- if the account requires.

Section 2. In addition to the duties that may be set forth elsewhere in these bylaws, the Vice-President shall:

- A. Preside in the absence of the President.
- B. Preside in the absence of another officer.
- C. Serve as an aide to the President.
- D. In the case that a vacancy occurs in the office of President, serve the unexpired term.
- E. Be responsible for Fund Raising and its committee.

Section 3. In addition to the duties that may be set forth elsewhere in these bylaws, the Secretary shall:

- A. Keep minutes of all meetings of the organization and of the Executive Board and Executive committees.
- B. Have charge of all official correspondence.

Section 5. In addition to the duties that may be set forth elsewhere in these bylaws, the Treasurer shall:

- A. Oversee all funds belonging to the organization.

- B. Collect and keep account of all monies of the organization.
- C. Pay out funds in accordance with the budget as approved by the voting members. Checks shall be signed by two authorized officers, if the account requires.
- D. Submit a report at each meeting of the organization, or at the request of the Executive Board committee.
- E. The books of the treasurer shall be turned over immediately upon audit to the new treasurer with a statement signed by the auditor of the auditing committee that the books are in order.

ARTICLE IX – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of:

- A. The officers of the organization.
- B. The school Principal or his/her representative.

Section 2. The Executive Board shall:

- A. Transact the necessary business between organization meetings and such other business as may be referred it by the organization.
- B. Create standing committees.
- C. Approve appointment of special committees.
- D. Approve appointments of committee chairpersons.
- E. Fill vacancies of office.
- F. Approve plans of work of the organization's standing and committees.
- G. Present reports to the organization.
- H. Approve routine bills within the limits of the budget.

Section 3. Regular Standing Meetings:

- A. The Executive Board shall hold monthly meetings (or as necessary) called by the President inviting members of the Board and Chairpersons with voting privileges to attend.
- B. In the event that an Executive Board member shall absent oneself from two or more regular meetings without due cause it shall be, at the discretion of the majority of the Executive Board, considered a resignation from one's position.

Section 4. Voting members present shall constitute a quorum to transact any business.

ARTICLE X – EXECUTIVE BOARD COMMITTEE

Section 1. The Executive Board committee shall consist of the officers.

Section 2. Meetings may be held as needed before the Fall and Spring general meetings. Meetings shall be held at the call of the President or with due cause, majority of the Executive Committee. A majority shall constitute a quorum.

Section 3. The committee may transact business of the organization in an emergency, as well as approved routine bills, if less than \$200.00.

Section 4. The committee shall review the tentative budget from the Treasurer for recommendation as a proposed budget to the voting membership for adoption.

ARTICLE XI – STANDING COMMITTEES

Section 1. Such standing committees shall be created by the Executive Board as may be required to promote the objects and interests of the organization.

Section 2. A standing committee chairperson shall hold that position not more than two years, unless no other volunteers are found.

Section 3. Chairpersons of all committees must adhere to the Code of Conduct set forth in Article XII of these Bylaws and must otherwise be eligible to serve as committee chair.

Section 4. Chairpersons of all standing committees shall be accountable to the Executive Board for that committee's responsibilities and plans of work. No committee work shall be undertaken without such approval.

ARTICLE XII – CODE OF CONDUCT

Section 1. The officers of the organization, committee chairs and members are required to act in a professional manner at all times. They are also required to follow the conduct guidelines listed below.

- A. Honestly represent yourself and all constituents.
- B. Avoid conflict of interest.
- C. Obey the decisions by majority vote.
- D. Avoid actions that compromise the Board or the confidentiality of the Board.
- E. Abide by decisions of the Board majority.
- F. Respect the free expressions of others.
- G. Abide by the Objectives and Basic Policies of this PTF.

Section 2. Departure of Board members and committee chairs. Board member and committee chair responsibilities may terminate or be terminated in the following manners:

- A. Resignation. Should a Board member or committee chair choose to resign from his/her office, he/she will be eligible to run for another position on the Board or to hold another committee chair.
- B. Leave of Absence. These situations will be evaluated on a case-by-case basis. Time limits of the Leave of Absence will be determined by the Executive Board. In the case of Leave of absence, the President/Vice-President duties shall be interchangeable and the Secretary/Treasurer duties shall be interchangeable.
- C. Removal. The Board may remove one of its members or a committee chair for violation of this Code of Conduct in accordance with Paragraph D. The removal of a Board member or committee chair will constitute the forfeiture of all privileges in the PTF Organization. The individual(s) will not be eligible for any other Board or committee chair position or have voting rights for up to a one year period as determined by the Board from the date of the removal. Should the Board determine that the conduct of one of its members or a committee chair warrants a forfeiture of rights greater than one year it will recommend such action to the Board and Chairpersons with voting privileges.
- D. Removal process. The PTF Board President and Head Administrator will pray and hold a meeting to discuss the removal. The individual will be invited to a meeting to discuss the removal with the Head Administrator. The member in question will be given the opportunity to make statements defending their actions. Finally, the board President and Head Administrator will consider the findings of the meeting and then make a decision with regard to the removal and scope of suspended privileges.

C. All outcomes will be signed by the presiding officers and secretary and be filed into the PTF records.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XIV – FISCAL YEAR

The Fiscal Year of the organization shall run from August 15th – August 14th

ARTICLE XV – AMENDMENTS

Section 1. These bylaws may be amended at any Board meeting of the organization by a two-thirds vote of its members present and eligible to vote, provided that the organization has been given notice of and an opportunity to comment on the proposed amendment. The amount of notice given shall be determined by the Executive Board.

Section 2. A committee may be appointed to submit a revised set of bylaws, or substitute for existing bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of Executive Committee. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment. Bylaws should be reviewed every other year.

ARTICLE XVI – DISSOLUTION CLAUSE

Upon the dissolution of the Organization, the Organization shall, after paying or making provision for the payment of all liabilities of the Organization, dispose of all the assets of the Organization exclusively for the purpose of the Organization in such manner, or to Providence Academy.

Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.