



Providence Academy

PTF Bylaws

2018

ARTICLE I - NAME

The legal name of our non-profit is Providence Academy Parent Teacher Fellowship. (herein referred to as "PTF")

ARTICLE II - MISSION

The mission of the PTF is to promote Christian fellowship within the Providence Academy 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 Providence Academy, 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

Section 1. The PTF shall be nonprofit, nonsectarian, and nonpartisan.

Section 2. The PTF is separate from Providence Academy, but shall work in conjunction with the school to provide a quality education and atmosphere for its students.

Section 3. The PTF recognizes that the Administration and Board of Directors as having the responsibility to make decisions about school policy.

Section 4. All members of the PTF and the PTF board are strictly voluntary positions and compensation received for membership will be deemed a conflict of interest.

ARTICLE IV - MEMBERSHIP

Section 1. Group membership is automatic, and consists of all teachers, school staff, parents, guardians, family members who wish to promote the goals and mission of Providence Academy PTF.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

ARTICLE V - OFFICERS

Section 1. Officers The elected officers of PTF shall be 1) president; 2) vice president; 3) secretary; and 4) treasurer. The term of the office shall commence on the last day of school and continue until the subsequent last day of school. The school shall appoint a school administrative liaison to serve on the executive board to act as a liaison between the board and the administration, cast tie-breaking votes within the Executive Board only when necessary, and ensure that the board functions consistently with the goals of Providence Academy.

- 1. PRESIDENT** - The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the PTF, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The coordination of work is

to include, but is not limited, to assigning oversight of event committees, communicating volunteer information and volunteering for events.

2. **VICE PRESIDENT** - The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
3. **SECRETARY** - The secretary shall record and keep a permanent record of all meetings of the PTF and of the Executive Board. The Secretary shall attend to all correspondence and shall assist the President in meeting arrangements. The Secretary must render a report for all meetings. All records shall be delivered to the succeeding Secretary.
4. **TREASURER** - The treasurer shall receive all funds of the organization, keep an accurate record of the receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every executive board meeting and make a full report at the end of the year. Required duties include reconciling funds and cash collected including verification of amounts by another executive board member.

Section 2. Nominations and Elections. The standing executive board will make nominations during the spring semester for the succeeding school year. Candidates must be elected by a majority vote of the executive board and approved by the general membership.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominations

Section 4. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next executive board meeting a new Vice President will be nominated and candidate must be elected by a majority vote of the remaining executive board with approval of the general membership.

Section 5. Removal from Office. Officers can be removed from office with or without cause by a majority vote at a duly called executive board meeting.

ARTICLE VI - EXECUTIVE BOARD/OFFICERS

Section 1. Membership. The executive board will consist of the officers and the school administration liaison.

Section 2. Duties. The duties of the executive board shall be to provide leadership and oversight of the PTF during the school year. The board will decide the events, projects and overall transaction of business for the PTF including the creation of policies, monitoring of financial reports and budgets, and the formation of committees.

Section 3. Meetings. Regular meetings of the executive board will be decided during the first meeting of the executive board. The executive board is required to meet a minimum of twice per year (once per semester) and 14 days before the general meeting. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

ARTICLE X - COMMITTEES & CHAIRPERSONS

Section 1. Committees. The Executive board has the authority to create standing committees to carry out the purpose of the PTF.

Section 2. Membership. Committee membership will include a Committee Chairperson and as many committee volunteers as deemed necessary by the executive board and/or the committee chairperson.

Section 3. Duties and Responsibilities.

1. **Chairperson.** The Chairperson shall represent the committee during general PTF meetings. The primary responsibilities include the planning and execution of the designated event(s) including but not limited to recruiting volunteers, publicize events, coordinate with school administrators and ensure budgetary compliance of the event.
2. **Committee Volunteers.** The volunteers shall assist in the planning and execution of the designated event(s) as directed by the Committee Chairperson.

ARTICLE VI - MEETINGS

Section 1. Regular Meetings. A minimum of two general meetings of the PTF will be conducted during the school year. The meetings will be announced at least one week prior to the meeting date. One of the regular meetings will be scheduled in may and shall be the considered the annual meeting to include the sharing of annual reports and the initiation of new officers for the succeeding school year.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 14 days prior to the meeting, by flyer and phone calls.

Section 3. Quorum. A quorum shall be 6 members of the PTF.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Section 1. 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 VIII - FINANCIAL RESPONSIBILITIES

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. All funds donated, raised or acquired by the PTF are to be used exclusively to support and enhance Providence Academy.

Section 4. 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 the Treasurer for purposes of reimbursement. Expenses paid by committee members that do not seek reimbursement must submit expense items to the treasurer for tracking of event income and expenditures to ensure appropriate budgets are created in future years.

Section 5. No part of the gross earnings of the PTF shall benefit or be distributed to any officers, members, or private persons. Funds may be used to give approved gifts to teachers.

Section 6. In the event of a dissolution of the PTF, the organization's assets shall be turned over to Providence Academy in Rowlett, TX, and all records submitted to the Head Administrator.

ARTICLE VIII - CODE OF CONDUCT

Section 1. 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

Section 2. The PTF Executive Committee and the school administration 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