

PARENT-TEACHER-STUDENT-FELLOWSHIP

BYLAWS

GRACE BRETHERN CHRISTIAN SCHOOL

CLINTON, MARYLAND

Revised September 2003

ARTICLE I: NAME

The name of this organization is the Parent-Teacher-Student Fellowship (PTSF or Fellowship) of the Grace Brethren Christian School (GBCS or School), located in Clinton, Maryland.

ARTICLE II: PURPOSES

The PTSF is organized to promote fellowship between parents, teacher, and students, to interpret the School's program to the parents; to keep parents informed of School activities; to promote excellence in the academic performance of all students; to encourage an active spiritual life; to assist in fundraising; and to be a channel of communication between members of the Fellowship.

ARTICLE III: POLICIES AND PROCEDURES

- A. The Fellowship shall be noncommercial, nondenominational, and nonpartisan.**
- B. The name of the Fellowship, or the names of any members functioning in their official capacities, shall not be used in connection with any commercial concern, partisan interest, or for any purpose not appropriately related to promotion of the objectives of the Fellowship.**
- C. The Fellowship shall work with the school to provide quality education for all students through participation in activities that support the school's program.**
- D. The Fellowship may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Fellowship in such matters shall make no commitments that bind the Fellowship without prior approval of the Executive Committee of the PTSF.**
- E. In the event of the dissolution of the Fellowship, its assets shall revert to the School.**

ARTICLE IV: MEMBERSHIP

All teachers, staff, students, and parents of students currently enrolled in the School are automatically members of the PTSF. Voting members consist of School staff, the president of the GBCS Student Government Association (SGA), and parents of currently enrolled students.

ARTICLE V: ORGANIZATIONAL STRUCTURE

Section A: Officers and Executive Committee

- 1. The officers of the PTSF shall consist of a president, one vice president, a secretary, and a treasurer.**
- 2. The Executive Committee of the PTSF shall consist of the officers of the Fellowship, activity coordinators, the School Director (or his/her designee), the teacher representative, and the president of the SGA (or his/her designee).**

Section B: Qualifications for Officers

In order to become a candidate for office, a nominee must meet the following qualifications:

- 1. All candidates must be supportive of written school policies.**
- 2. All candidates must have a child currently enrolled and re-enrolled in the school for the following school year.**
- 3. Tuition payments must be current.**
- 4. All candidates shall affirm their agreement with the GBCS Statement of Faith.**

Section C: Duties of Officers and Executive Committee Members

President – Presides over Executive Committee meetings and general PTSF meetings.

Vice President – Serves as an alternate to the president in his/her absence.

Secretary – Maintains minutes of Executive Committee and general PTSF meetings, acts as historian, and distributes minutes to members of the Executive Committee.

Treasurer – Has custody of all PTSF funds, makes disbursements in accordance with written procedures approved by the Executive Committee, and maintains accurate financial records. The PTSF operating budget shall be presented to the general membership annually at the September general meeting. At least once every three years, the School Director shall have the financial accounts of the PTSF examined by an independent auditor. Each year in which an independent auditor does not examine the accounts and when a new treasurer takes office, the Executive Committee shall review the accounts. The audit or review shall be completed before the new officers assume their duties.

School Director – (or his/her designee) - The director of the School, a non-elected member, functions as a liaison between the PTSF and the governing board of the School; keeps PTSF focused on the overall mission, purpose, and goals of the School.

Parent Volunteer Coordinator – Assesses the volunteer needs of teachers and staff, and solicits parent volunteers to assist with specific projects and activities on an as needed basis.

Fundraising Coordinator – Directs/coordinates any fundraising projects approved by the administration related to GBCS fundraising activities.

Publicity Coordinator – Handles public relations for the PTSF; initiates contacts with local news media about programs; maintains a file of programs, news releases, and other publicity pertaining to the PTSF; and publishes the PTSF newsletter.

Social Coordinator – Responsible for planning and supervising the social affairs of the PTSF, developing fellowship activities, coordinating teacher and staff appreciation events, and, upon request, providing refreshments for School events.

Spiritual Life Coordinator – Provides support for the School family through prayer and educational activities that promote interpersonal growth and understanding in the body of Christ.

Teacher Representative – Serves as liaison between the PTSF and GBCS teachers; represents the interest of teachers at Executive Committee and general membership meetings.

President of SGA (or his/her designee) – Serves as liaison between the PTSF and GBCS students; represents the interests of students at Executive Committee and general membership meetings.

Committee Chairpersons – Facilitate committee meetings; report to the Executive Committee.

ARTICLE VI: NOMINATIONS AND ELECTIONS

- A.** The Executive Committee shall select at least three (3) members of the Executive Committee to serve as the Nominations and Elections Committee. The Nominations and Elections Committee shall be responsible for soliciting nominations for officers and committee chairpersons and for carrying out the responsibilities in Article VI of these bylaws.
- B.** In a general meeting, the slate of nominees for officers and coordinators will come from the voting membership of the PTSF.
- C.** Names of prospective nominees shall be submitted to the PTSF officers by April 1.
- D.** Approved nominees will be contacted no later than April 15 by the vice-president of the PTSF.

- E. Names of candidates will be available to the voting members of the Fellowship at least fourteen (14) days prior to the May meeting.**
- F. Elections for officers and coordinators will be conducted during the May PTSF meeting by secret ballot. An election for teacher representative will be conducted in a separate meeting of teachers at their annual orientation meeting.**
- G. When a vacancy occurs in an office, the term shall be completed by a member of the Fellowship appointed by the Executive Committee. In case of a vacancy in the president's position, the vice president shall serve as president for the remainder of that term, assuming the duties of both the president and the vice president.**
- H. Vacating officers shall deliver to their successors all official material in their possession not later than ten (10) days following the meeting at which new officers assume their duties.**
- I. Officers may serve a maximum of three (3) consecutive terms in the same office. An officer who has served more than one half of a full term shall be deemed to have served a full term.**

ARTICLE VII: MEETINGS

At least five (5) general meetings and five (5) Executive Committee meetings will be scheduled during the calendar year. The general meetings will be held in September, November, January, March, and May.

- A. Each meeting should be conducted within a two (2) hour period.**
- B. Each meeting will open and close with prayer.**
- C. General meeting minutes will be posted on School premises.**

ARTICLE VIII: REQUESTS FOR FUNDS

- A. Active members of the PTSF may request funds from the PTSF to support scholarships or special projects, such as attendance at a conference or convention, or sponsorship of a specific program or activity. A PTSF member is deemed to be *active* if he or she (or the person submitting the request is a student, his or her parents) has attended at least two PTSF meetings during the previous 12 months.**

- B. Requests for funds must be made in writing and submitted to an officer of the PTSF at least two weeks in advance of the date of the activity or project for which the funds are needed. The Executive Committee may require the individual or group requesting the funds to make an oral presentation to the members of the Executive Committee.**
- C. The request for funds is approved by a majority vote of the members of the Executive Committee. The vote may be taken at a live meeting or through a poll (e.g., via telephone or other electronic means) of Executive Committee members taken and documented by the Secretary.**

ARTICLE IX: AMENDMENTS

- A. These bylaws may be amended at any general meeting of the PTSF by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least thirty (3) days prior to the meeting at which the amendment is voted upon. The amendment shall be subject to the approval of the School Director.**
- B. The requirements for adoption of a revised set of bylaws shall be the same as the requirements for an amendment to the bylaws.**

ARTICLE X: APPROVAL OF BYLAWS

These revised bylaws were submitted by the Bylaws Committee of the PTSF, reviewed by the Executive Committee, and approved at a regularly scheduled meeting of the Grace Brethren Christian School Parent-Teacher-Student Fellowship on _____.
Date

Signature _____
Secretary