

THE KING'S CHRISTIAN SCHOOL (TKCS)
PARENT TEACHER FELLOWSHIP (PTF)
BYLAWS

Article I- Name

The name of the organization shall be the King's Christian School (TKCS) Parent Teacher Fellowship (PTF).

Article II- Mission Statement

The TKCS PTF mission is: to support TKCS in prayer; to allow opportunities for parents to be involved; to sponsor events which either promote TKCS, show appreciation to others, or to raise funds to enhance TKCS.

Article III- Purpose

- To promote the welfare of children and youth in home, school, community and place of worship;
- To bring into closer fellowship the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth; and
- To develop between educators and the general public united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education;
- PTF does not seek to direct the administrative activities of TKCS, or to control the policy-making decisions of TCKS;
- PTF is to aid families in their understanding of Christian education, to make them ultimately more effective in the rearing of their children, and to encourage them to become more loyal and committed to TKCS.

Article IV- Authority

The PTF is established by and reports to the Leadership Team. All nominees for office, committee chairs, programs and activities are subject by the Leadership Team.

Article V- Membership

Membership is available to all TKCS faculty and staff, parents, grandparents and guardians. There is no membership fee.

Article VI- Selection of Officers

- Section 1- Nomination
 - Officer elections are held during the May meeting. Candidates may submit their names to the Vice President prior to the May meeting. The Vice President presents the candidates to the floor. Voting is by voice vote if only one candidate is presented. If more than one person is running for an office, a ballot vote is taken.
- Section 2- Terms of Officers
 - The officers are elected for one year. Officers shall serve no more than four (4) consecutive terms in the same position, unless there are no other candidates for that position. Each person shall hold only one position at a time. If there is a vacancy in a position, members fill the vacancy through an election at the next regular meeting.

Article VII- Officers and Duties

- Section 1- President
 - Be an active and contributing member of a local church.
 - Subscribe to the philosophy of TKCS.
 - Maintain an exemplary Christian life free from all scandal in the community.
 - Preside over and prepare the agenda for all meetings.
 - Serves as the primary contact for the Leadership Team and represents the organization at meetings outside TKCS.
 - Coordinate the work of the PTF officers.
 - Act as custodian of all records for the PTF.
 - Oversee and assist in managing volunteer database.
 - Attend Association meetings and give a monthly report to the Leadership Team.
- Section 2- Vice-President
 - Must be a professing Christian and actively involved in a local church.
 - Assist the President and shall assume the all duties of the President in his/her absence.
 - Ensures that all standing committee chair positions are filled.
 - Time keeper at the PTF meetings.
- Section 3- Treasurer
 - Must be a professing Christian and actively involved in a local church.
 - Receive all monies of the organization.
 - Keen an accurate record of receipts and expenditures, which includes making photocopies of detailed deposits.
 - When counting funds, the treasurer must have a witness of either one of the PTF officers or TKCS administrative staff.
 - All debits to the PTF account must be approved by the PTF President and the Leadership Team.

- Prepare a Treasurer's report to present at each PTF Executive Committee meeting.
- Treasurer's report to present at each PTF Executive Committee meeting.
- Section 4- Communication Liaison
 - Must be a professing Christian and actively involved in a local church.
 - Draft all communiqués from the PTF.
 - Obtain approval from the Leadership Team for all outgoing communiqués.
 - Organize distribution of PTF publicity and communiqués.
 - Record and distribute minutes of all PTF meetings.
- Section 5- Teacher Liaison
 - One (1) teacher representative is assigned to attend PTF monthly meeting. This can be done on a rotating basis under the direction of the Leadership Team.
 - Represents the TKCS teaching staff and is responsible for keeping them informed of all PTF functions and activities.
 - Shares teachers' needs and concerns with PTF members.
 - Reports content of PTF meeting back to the faculty.

All officers shall perform the duties as outlined in these ByLaws, and those assigned from time to time. Upon the expiration of the term of office, or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office.

By two thirds (2/3) vote of the PTF members or by a Leadership Team decision, an officer of committee chairman may be removed from the office for the failure to perform duties, criminal misconduct, or unethical behavior in PTF business.

Article VIII- PTF Meetings

- Section 1- The regular meeting of the PTF shall be held once a month. During the regular meeting, the date, time and location for the next two (2) meetings will be announced. The Communication Liaison will notify the members of the meeting via email at least one (1) week prior to the meeting. Additionally, all meetings will be posted on the school calendar and website.
- Section 2- Each standing committee chair will provide an update to the members on committee activities. Committee sign-up sheets will be available at every meeting.
- Section 3- Items may be added to the agenda by contacting the PTA President prior to the meeting.
- Section 4- The preliminary regular meeting agenda will be:
 - Call to order
 - Prayer
 - Approval of Previous Meeting Minutes
 - Brief Administrative Reports (as needed)
 - Brief Committee Reports (as needed)

- Reports on Open Items Outside of the Committees
- Announcements
- New Business
- Prayer
- Adjournment
- Section 5- End of Year Meetings
 - May Meeting
 - During the May meeting, the PTA will prepare for the next school year by electing officers and forming committees.
 - The agenda for the May meeting shall include the following additional items:
 - Presentation of Officer Candidates (by the Vice President)
 - Floor Nominations for Officers
 - Officer Elections
 - All committees will have sign-up sheets available for the coming school year. The committee sign-up sheets will include the opportunity to volunteer to chair the committee.
 - June Meeting
 - PTA officers will begin their terms in June.
 - The agenda for the June meeting will include the following additional item:
 - Presentation of Standing Committee Chairs (by the Vice President)
 - August Meeting
 - The August meeting shall include and address by a member of the Leadership Team.
 - The following items will be added to the regular meeting agenda following the approval of the last meeting's minutes:
 - Fundraising Goals

Article IX- Standing Committees

The Chairperson of each standing committee shall present with plans of work to the PTF President and the Leadership Team for approval. No work shall be undertaken and/or funds distributed without the approval of the PTF President and/or the Leadership Team.

Any standing committee member may volunteer to chair that committee. In the event that more than one person is willing to chair a committee, they may choose to co-chair the committee. If there is a vacancy for a committee chair, the Vice President will recommend a candidate.

- Section 1- Prior to each event, every committee must make known to the PTF and Leadership Team how funds raised will be used.
- Section 2- Committee Chairperson

- Coordinate the event and determine subcommittees needed.
- Supervise and work with individuals to make the event run smoothly.
- Work with the Treasurer in the collection of funds for this event.
- Keep detailed records of all information necessary for future planning of the event.
- Section 3- Standing Committees may consist of, but are not limited to the following:
 - Events
 - Chili Cook Off
 - Family Event Nights
 - Butterfly Ball
 - Assembly Programs
 - Fundraising
 - Box Top/Labels for Education Collections
 - Pie Sale
 - Holiday Lunches
 - Organize the Thanksgiving and Easter Feasts
 - Hospitality
 - Welcome new families to the school
 - Develop literature and hand outs for PTF and events
 - Prayer
 - Leads the prayer time at each PTF meeting
 - Leads prayer groups and prayer chains, as required by TKCS
 - Publicity
 - Writes articles and photographs PTF events for submission on the TKCS website and social media
 - Room Parents
 - Coordinate Room Parent activities and volunteers
 - Scholarships
 - Organize three senior scholarships
 - Teacher Appreciation
 - Organize Teacher Appreciation Week and other events throughout the school year
 - Wish List
 - Work with staff and teachers to develop wish lists for TKCS.

Article X- Fundraising Policy

TKCS subscribes to the philosophy of having a few, large, well placed events to provide fundraising to the school.

Article XI- Expenditures

- Section 1- All requests for expenses to be paid by the PTF must be submitted in writing. Expense request forms are mandatory in order for payment to be made.
- Section 2- The PTF Officers may vote on an issue or expense that does not exceed \$2,000.
- Section 3- Any request for funds that exceeds \$2,000 must be presented at the next PTF meeting to the PTF members. The person requesting the funds must make an oral presentation to the PTF members and the matter will be opened for discussion and voted on for approval.

Article XII- Amendments to ByLaws

Any PTF member can submit a proposed amendment to the ByLaws. The proposed amendment must be submitted in writing to the PTF President. The president will present the proposed amendment to the PTF officers. A written copy of the proposed amendment will be available to all PTF members. The proposed amendment will be discussed and voted on at the next scheduled PTF meeting.

If the proposed amendment is approved, the President will provide all written documentation and voting results to the Leadership Team. If the Leadership Team approved the amendment, the ByLaws will be amended. The secretary will maintain the amended copy of the ByLaws and will provide a copy to the school office and PTF officers.

Article XIII- Parliamentary Procedure

The most recent edition of Robert's Rules of Order will be the authority of all matters of procedure not specifically covered by the ByLaws.

2013 Rev. A