

**Grace Christian Academy  
Parent Teacher Fellowship  
Bylaws**

**Article I: Name**

The name of the organization, which was formed in the fall of 1998, is the Grace Christian Academy (GCA) Parent Teacher Fellowship (PTF).

**Article II: Purposes**

**Section 1.** The objectives of the GCA PTF are:

- a) To provide encouragement and support for the teachers, parents, and staff.
- b) To promote cooperation between the parents and teachers.
- c) To encourage parental involvement at GCA.
- d) To provide assistance to the staff and teachers at GCA.

**Section 2.** The motto of the GCA PTF is:

*Fellowship one with another ... encourage, support, and cooperate with each other. (1 John 1:7 But if we walk in the light, as he is in the light, we have fellowship one with another, and the blood of Jesus Christ his Son cleanseth us from all sin. KJV)*

**Article III: Policies**

The following are the policies of the GCA PTF:

1. GCA PTF recognizes the authority of the GCA administration in making decisions.
2. GCA PTF will work with the staff, teachers and administration to provide a quality education for all our children.

**Article IV: Membership**

**Section 1.** Membership is available into this PTF without regard to race, color, creed, or national origin.

**Section 2.** Membership is available to all GCA faculty and staff, parents, grandparents and guardians.

#### **Article V: Officers and Election**

**Section 1.** The officers of the GCA PTF consist of a president, vice-president, secretary and volunteer coordinator. The GCA Budget and Finance Director will be responsible for all PTF finances.

#### **Section 2. Nominations and Elections**

a) Nominations will be made by members of the GCA PTF.

b) The GCA Administration will provide a ballot of candidates for an election to be held in May

When a vacancy of office occurs, a person will be elected by a majority vote of the GCA PTF officers, faculty and staff.

If a vacancy occurs in the office of president, the vice-president shall assume the office of president and a new vice-president will be elected.

#### **Article VI: Duties of Officers**

**Section 1.** The president shall:

- a) preside at the meetings of the PTF
- b) coordinate with the officers and committees to promote the PTF, school, and functions
- c) act as spokesperson for the PTF
- d) perform other duties as defined in the bylaws or assigned by the PTF

**Section 2.** The vice president shall:

- a) assist the president
- b) perform duties of president if president is unable to attend meeting
- c) perform other duties as defined in the bylaws or assigned by the PTF
- d) all adjunct committees report to the vice president

Section 3. The secretary shall:

- a) record the minutes of the meetings of the PTF
- b) maintain current copy of bylaws and minutes from previous meetings
- c) prepare publications for PTF (flyers, newsletters, etc.)
- d) work with school office to assist where necessary with school directory
- e) coordinate advertising for functions
- f) perform other duties as defined in the bylaws or assigned by the PTF

Section 4. The volunteer coordinator shall:

- a) recruit and organize volunteers at the beginning of each school year
- b) work with administration to identify financial needs
- c) coordinate fundraising projects to meet financial needs
- d) oversee on-going fundraising projects (Campbell's Labels, General Mills' Box Tops for Education, Food City Receipts, calendar, etc.)
- e) assist with Grandparent's Day

## Article VIII: Meetings

Section 1. The PTF will hold at least one meeting each quarter (9 weeks). Meetings will be held at 6:30 PM on the 2<sup>nd</sup> Tuesday of September, January, March, and May. The meetings will be held in the GCA Library. Meeting dates and times are subject to change.

The PTF president can call a special meeting of the PTF with a two day notice provided.

Section 2. The members in attendance at a meeting shall constitute a quorum for transaction of business.

Section 3. Parliamentary Authority

Robert's Rules of Order will be followed for the purposes of conducting business transactions.

The following outline will be followed for the PTF meetings:

- Call to order
- Prayer
- Introductions
- Program
- Business meeting (if necessary for voting)
- Announcements
- Prayer
- Adjourn

#### Article IX: 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 secretary. The secretary 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 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.