

.New Hope Christian School Parent/Teacher Fellowship Bylaws

ARTICLE I - NAME

The name of this organization is New Hope Christian School (NHCS) Parent/Teacher Fellowship (PTF) and is located in Grants Pass, Josephine County, OR

ARTICLE II – PURPOSE

- Section 1. The objectives of the NHCS PTF are as follows:
- a. To arrange activities and special events to supplement the academic program and enhance the school’s sense of community.
 - b. To serve as a liaison that encourages and facilitates communication between families, the school’s administration, staff and local supporting individuals and organizations.
 - c. To be a vehicle for fundraising to help meet expenditures not covered by the school.

Section 2. The NHCS PTF is organized under the authority of NHCS. All of its policies and activities shall be consistent with those of NHCS and its Bylaws as determined by NHCS leadership.

ARTICLE III – POLICIES

Section 1. The PTF shall be non-commercial and non-partisan.

Section 2. The PTF shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 3. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

Section 4. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code,

ARTICLE IV – MEMBERSHIP

- Section 1. A member is a family member or legal guardian of a student in good standing with NHCS. A family member is defined as an adult, 18 years of age or older. Each member or member guardian, regardless of the number of students, has one vote per election.
- Section 2. Administrators, faculty members and school board members are also welcome to join the PTF whether or not they are family members/guardians of NHCS students and have one vote per election.

ARTICLE V – EXECUTIVE BOARD

- Section 1. Members of the Executive Board:
- a. The Executive Board shall consist of no fewer than four members of elected officers. These include the following: President, Vice President, Secretary, Treasurer, Parliamentarian, and Communication Coordinator.
 - b. The Executive Board will also consist of the Principal in the role of 2nd Vice President and does not consist of voting privileges on the Board except in the event of a tie.
 - c. One “Teacher-at-Large”, selected by vote of the Teachers, shall also sit on the Executive Board to represent the Teacher’s ideas and thoughts. This Teacher-at-Large shall not consist of voting privileges.
- Section 2. The Executive Board shall carry out the objectives of the PTF. The Executive Board has the full power to act upon, and to make rules and regulations consistent with the PTF bylaws as deemed necessary, and in the best interest of the PTF.
- Section 3. If the Principal disagrees with a PTF Executive Board decision, the Principal may ask for a stay on the decision. The Principal and the PTF Executive Board must then bring the issue before the NHCS Board. The NHCS Board will serve as an arbiter and the resultant decision will be honored and enacted.

ARTICLE VI – OFFICERS AND ELECTIONS

- Section 1.
- a. Each officer shall be a member of the PTF
 - b. The officers of the NHCS PTF must be a parent or legal guardian of a student enrolled at NHCS for at least 1 year and be in good financial standing with NHCS.
 - c. Teachers at NHCS are not eligible to serve on the Executive Board except in the role of Teacher-at-Large (Article V; section 1).
 - d. Only one parent or legal guardian may serve as an officer at a time.

Section 2.

Nominating Committee

- a. There shall be a nominating committee composed of seven appointed members of the PTF. Two members shall be elected by a vote of the PTF board; four members shall be elected by vote of the teachers; one member shall be appointed by the Principal and shall be the Chairman of the committee. The PTF President cannot be a member of the nominating committee.
- b. The Chairman of the Committee is excluded from being nominated or elected to the office for the current election.
- c. Members of the committee are not excluded from becoming nominees for elected office. During nominating committee meetings, if a committee member is being considered, the member should be excused from the meeting during the discussion regarding that office but may return for the vote which shall be by ballot.
- d. The nominating committee shall nominate one person for each office to be filled and report its nominees to the general membership at least one week prior to the May General Meeting. Those candidates nominated must be present at the meeting to be eligible unless and extenuating circumstance has been approved by the nominating committee.
- e. Only those individuals who are current members of the PTF, and who have signified their consent to serve if elected, shall be nominated for such office. (Article VI, Section 1. b.)

Section 3.

Officers and their election shall be handled through the following:

- a. The nominating committee shall report to the Executive Board the name of one (1) candidate for each office to be filled. Additional nominations may be made from the floor at the regular annual meeting. Only those who have consented to serve shall be eligible for nomination either by the committee or from the floor.
- b. Officers shall be elected by ballot at the final General PTF Meeting held in the month of May. All members present at the meeting may cast a vote. A majority vote shall be required for election. If no candidate receives a majority of the votes cast, a runoff election between the top two candidates shall be conducted before adjourning the meeting.
- c. Officers shall resume their official duties June 1 and shall serve a term of one (1) year or until their successors assume the official duties.

Section 4.

Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board. In case a vacancy occurs in the office of President, the Vice President shall assume the position of President.

Section 5

Reason to Remove

By two thirds (2/3) vote of the Executive Committee, an officer or Chairman may be removed from the office for failure to perform duties, criminal misconduct, or unethical behavior in PTF business. An officer or Chairman who misses three consecutive meetings may also be removed from office.

ARTICLE VII – OFFICERS AND DUTIES

All members of the PTF board must be professing Christians and be actively involved in a Bible-believing church. The duties of the PTF officers shall be the following:

- a. To transact the necessary business of the PTF.
- b. To create ministries and special committees needed to accomplish PTF purposes.
- c. To present a report at the general PTF meetings.
- d. To prepare and submit a goal for the annual budget to the General Membership for adoption. Modification to the budget exceeding \$200 will require a majority vote of the Executive Board.

Section 1. President

- a. Preside at all meetings of the NHCS PTF membership and board.
- b. Set PTF Executive Board and General meeting agendas
- c. Have signature authority for payment of PTF bills.
- d. Meet with and report PTF business to the Principal.
- e. Coordinate matters requested by the Principal.
- f. Appoint and coordinate chairpersons of special committees.
- g. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- h. Maintain ultimate responsibility of all financial and programmed activities of the PTF.

Section 2. Vice President

- a. Preside at all PTF meetings in the absence of the President.
- b. Attend PTF general and board meetings.
- c. Act as an aide to the President.
- d. Perform other duties as assigned by the President.

Section 3. Secretary

- a. Record and distribute minutes of all PTF meetings.
- b. Send approved minutes to the Communications Coordinator for uploading to the PTF or NHCS website.
- c. Maintain current PTF members list, including emails.

- d. Create and maintain a resource book containing the PTF Bylaws, Executive Board responsibilities, committee's descriptions and approved/disapproved General Meeting minutes. This resource shall be kept in the NHCS PTF office.
- e. Perform other duties as delegated to the office.

Section 4. **Treasurer**

- a. Manage PTF funds.
- b. Keep an accurate record of receipts and expenditures, which includes making photocopies of detailed deposits.
- c. When counting funds, the Treasurer must have a witness of either one of the PTF officers or the NHCS staff.
- d. Sign on bank accounts (two authorized signatures shall be required on all checks, the second being the President).
- e. Manage all accounts payable in a timely manner.
- f. Ensure all monies are verified by the PTF President prior to deposit.
- g. Give an account of PTF stewardship at General Meetings, Executive Committee meetings and, at other times, when requested by the Fellowship, Executive Board or School Administration.
- h. Disburse funds only in accordance with a budget approved by the PTF Executive Board in agreement with Bylaws.
- i. Perform other duties as assigned by the Executive Board.

Section 5 **Parliamentarian**

- a. Ensure the agenda is followed and order is kept in PTF meetings.
- b. Become familiar with Bylaws and act as a resource for PTF in maintaining Bylaws.
- c. When an issue is not specified by the Bylaws, use Robert's Rules of Order as a reference.
- d. Determine if a quorum of the Executive Board has been met.
- e. Maintain attendance records of all members of the Executive Board.

Section 6 **Communication Coordinator**

- a. Seeks to improve and maintain excellent communications between PTF Board and school families.
- b. Maintains and updates PTF/NHCS website by posting PTF meeting minutes, newsletters and all communiqués.
- c. Draft and organize distribution of PTF publicity and communiqués.
- d. Obtain approval from PTF President and NHCS administration for all outgoing communiqués.

Section 7 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.

ARTICLE VIII – GENERAL MEMBERSHIP MEETINGS

Section 1. At least three General Membership Meetings shall be held during the school year. These dates shall be determined by the Executive Board in coordination with the administration of NHCS and announced at the beginning of school. At least one week notice shall be given if there is a change of date.

Section 2. Special General Membership Meetings may be called by the President or a majority of the Executive Board with seven days notice.

ARTICLE IX – FISCAL POLICIES

Section 1. The fiscal year shall begin as of January 1 and end the following December 31.

Section 2. It shall be within the power and discretion of the Executive Board to determine the disbursement of all funds generated through fundraising events, donated, gifted or otherwise collected. Any funds received shall be deposited in the general fund of the PTF and its disbursements shall follow the format set forth in the fiscal policies stated in these Bylaws.

Section 3. All budgeted expenditures may be disbursed by the Treasurer with the approval of the President, if in accordance with the current approved budget. Unbudgeted items, which exceed \$200, or those amounts that are not in accordance with the budget, may be disbursed only after receiving approval of the Executive Board.

Section 4. The Executive Board shall design and propose a budget goal to the General Membership at the first General Membership Meeting of the new school year for approval. It is recommended that a reserve be included as a budget item to cover expenses incurred during the time between June 1st installation of the new Executive Board and the approval of their budget.

Section 5. Every attempt shall be made to promote the best stewardship of PTF funds. This includes the following:

- a. Careful consideration of expenditures. All expenditures shall be considered based upon their value to the school in accordance with PTF objectives.
- b. Cautious selection of vendors. Single transactions of items over \$500 require written bid comparisons. When possible, at least three vendors shall be considered based upon quality, price and best fit.

- c. Complete transparency of the handling of all funds including but not limited to disclosure of all ledger reporting, accounting and/or bank statements.

ARTICLE X – STANDING COMMITTEES

Section 1. The PTF Executive Board has the authority to create standing committees. Prior to the event, every committee must make known to NHCS how funds raised will be used. Requests for all fundraising activities must be approved by the PTF Executive Board and NHCS administration.

Section 2. Standing Committees may consist of, but are not limited to the following:

- a. Welcome-welcome new families to the school.
- b. Auction-organize a fundraising auction.
- c. Wish List-work with staff and teachers to develop wish lists for classrooms
- d. Service projects-oversee service projects for the entire school.
- e. Teacher appreciation-organize teacher appreciation events throughout the school year.
- f. Lunch-organize parents to assist during lunch time.
- g. Grandparent's day-organize grandparent's visits to the school

ARTICLE XI – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised, shall be the parliamentary authority for all procedures not specifically covered by the Bylaws or by specific rules of procedure adopted by the PTF.

ARTICLE XII – REVIEW/AMENDMENT OF BYLAWS

Section 1. The Bylaws may be amended by a 2/3's vote of members present and voting. Notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon and that proposed amendment shall be subject to the approval of the Principal and the President.

Section 2. These Bylaws shall be reviewed every three (3) years or as needed.

Copies of these Bylaws shall be made available to any member requesting a copy.