

Parent Teacher Fellowship Articles

Article I -- Name

The name of this association is the Parent-Teacher Fellowship (PTF). This PTF is created through the Ross County Christian Academy.

Article II -- Purposes

PTF exists to promote unity and involvement of all members of our school family through the coordination of parent programs, communications, and fellowship, with the goal of bringing the home and the school into a closer relationship and so enhance success in the educational process.

Article III -- Basic Policies

The PTF shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse a commercial enterprise or political candidate. Neither the name of PTF nor the names of members acting in their official capacities in PTF shall be used in connection with commercial pursuits, partisan interests, or for any other purpose than the regular work of PTF. This does not preclude the PTF from sponsoring fundraisers in cooperation with commercial or private enterprises.

The PTF shall seek neither to direct the administrative activities of the school nor to control its policies. It shall seek to aid the administration, the faculty, and the students in the fulfillment of their goals. Because of this role, the principal shall be the advisor(s) and liaison(s) between the PTF Board and the school.

Article IV -- Membership

All parents and guardians of children in RCCA are members of PTF. Persons are admitted to membership upon enrollment of their child(ren). Each employee is a member of the PTF. Grandparents, other relatives, and friends of the school are invited to attend the meetings and join in the projects the PTF undertakes.

Article V -- PTF Executive Board

The PTF Board shall consist of the elected officers (Executive Board). The Executive Board is comprised of President, Vice-President, Secretary, Treasurer, and the past President (at the request of the current President). The Executive Board shall handle the regular business of the PTF. Regular meetings of the PTF Board will be held during the school year. A quorum for conducting the business of the PTF Board shall be not less than 40% of the members of the Board. The Executive Board may elect to meet once during the summer months to finalize first school year meeting agenda for the Back to School Bash.

Article VI -- Officers and Committee Chairpersons

1. There should be the following elected officers (The Executive Board):
President, Vice-President, Secretary, and Treasurer
2. All persons who are considered for PTF Executive Board office must have been associated with RCCA for at least one complete school year prior to nomination. (The exception will be the 2007-08 school year.)
3. All officers must be parents/legal guardians or teachers who demonstrate qualities of spiritual maturity and are in agreement with the Statement of Faith, Philosophy, By-Laws, and administrative structure of RCCA.
4. Committee Chairpersons shall be approved by the PTF Board. These positions are open to new PTF parents/legal guardians who are not required to have been associated with RCCA for a full school year.
5. All officers and committee chairpersons are expected to attend all PTF Board meetings and are eligible to vote.
6. An elected officer who does not comply with assigned responsibilities may be relieved of office by school Board of Directors. The appointment of a replacement shall be made by the school Board of Directors.

Parent Teacher Fellowship By-Laws

Nominations for Executive Board: The nominating committee shall consist of current PTF officers and one school administrator. The nominating committee shall solicit names of officer candidates from any PTF member and determine willingness and ability to serve. The nominating committee shall present the names of qualified nominees at the regular meeting in March.

Elections: The nominating committee will conduct the election procedures in the spring of each school year in April. Election shall be by secret ballot, and each PTF member shall have one vote.

Terms of Office: Executive Board officers shall be elected for a term of two years. Elected officers may not serve for more than three 2-year terms in succession in the same position.

Transition of Administration: There shall be a meeting of the PTF Board following the election. It shall include the officer/committee chairpersons completing terms as well as the newly-elected ones. Upon introduction of new business, the PTF files shall be turned over to the new officers and the new officer term shall begin. This meeting shall take place no later than June 30.

Standing Committees

The PTF Board may create such standing committees as it may deem necessary to promote its purpose and carry on its work.

Hospitality: Responsible to create an atmosphere of friendliness in the coordination of snacks for: Back to School Bash and other school functions.

Christmas Boutique: Provide a comfortable and relaxed atmosphere for children to buy gifts for their families. Coordinate and oversee the ordering, set-up and clean-up. Organize volunteers to help children choose and wrap gifts.

Teacher/Staff Appreciation: Coordinate a week of special activities, fun, food, and gifts of love for RCCA teachers and staff. Involve the student body, making it a total group effort of thanks and appreciation.

Fundraising Committee: Coordinate efforts for financing PTF functions throughout the year. The PTF treasurer shall serve on this committee.

Ad Hoc committees may be established as needed.

Duties of Officers

The President shall: Preside at all meetings of the PTF Board, at general meetings of the PTF and at any special meeting. Co-sign all checks with the treasurer. Serve as an ex-officio member of all committees except the nominating committee. Work with the administrator in planning the New Parent Orientation. Call special meetings as necessary.

The Vice-President shall: Perform the duties of the President in the President's absence. Perform such duties as assigned by the President. Head the nominating committee. Serve in an advisory capacity to standing committees as needed.

The Secretary shall: Record the minutes of all proceedings of the PTF Board and membership meetings. Write, publish, and distribute the minutes of the PTF Board meetings within two weeks. The minutes will be sent to PTF members in 'Monday folders' and submitted to the school office to be put in the Board of Directors' packets. Attend to the correspondence of the PTF.

The Treasurer shall: Keep a full and accurate account of receipts and expenditures of PTF, manage funds in

accordance with the accounting practices of RCCA, co-sign with the President all PTF checks, make disbursements in accordance with the budget adopted by PTF and/or PTF Board consensus, cooperate with the RCCA in a yearly audit of all funds, present a financial statement at every PTF meeting, prepare an annual financial report for the membership for distribution at the Back to School Bash and serve on the fundraising committee.

Meetings

Meetings of the PTF shall be held regularly from August through May. At the August meeting, a calendar shall be presented to the members and duties of committees shall be explained. Special meetings may be called by the PTF Board with a minimum of five days advance notice given.