

# **Bethany Christian School - Parent Teacher Fellowship**

## ***Bylaws***

### **Preamble:**

There shall be an organization established, amenable to the BCS Head of School and the BCS School Board of Directors, which provides a structure for parents and staff to work together to build the morale of the School through fellowship, communication, and mutual encouragement.

### **Article I. Preamble**

The Parent Teacher Fellowship of Bethany Christian School is a support group, not a policy making group, and exists to: partner with the school to support the school's programs, promote communication, organize and support volunteerism, provide fellowship opportunities for parents and staff, be a role model of servant leadership, reinforce the Christian perspective of education and service, support the school with their annual fundraisers, pray for the school, students, and expressed needs, create and foster a support system for parents including welcoming and mentoring new parents and supporting families. The expectation is that all parents will be supportive of the activities of the PTF through participation in meetings and through volunteering as needed. Teachers and administrators are also invited to be members.

### **Article II. Name**

The name of this organization shall be the Parent Teacher Fellowship (PTF) of Bethany Christian School. Every parent and teacher of a Bethany Christian School student will be considered a member of the PTF.

### **Article III. Structure of Bethany Christian School**

Bethany Christian School was established in 1980 as an outreach ministry of Rio Vista Community Church. This ministry falls under the direct leadership of the RVCC Session and is governed by the BCS Head of School and its School Board of Directors. All policies and procedures are approved by the RVCC Session and the BCS Head of School. Fundraising money will be incorporated into the BCS budget and used for the needs of the school. The budget is prepared/proposed yearly by the school Administration and approved by the School Board.

### **Article IV. Purpose**

To provide a structure in which parents and staff can work together to: achieve the purposes of the School; build the morale of the School, students, staff, and the Board of Directors; fellowship together; communicate with and encourage one another.

### **Article V. Objectives**

To acquaint parents with the Bethany Christian School and Christian Education in general.

To provide an opportunity for the parents to serve in the ministry of the School through leadership, participation, prayer, and encouragement of one another. To provide our children with a wide variety of opportunities and activities that are Christ-centered and enhance their Christian Education. To assist BCS with their fundraisers to provide our School with non-budgeted necessities.

### **Article VI. (Part I) Leadership Committee**

The PTF shall be governed by an executive Leadership Committee. This executive committee will consist of no more than four (4) and no less than two (2) active PTF members. These members will be nominated by the PTF and elected by the Session and Head of School. The PTF recognizes that continuity is important to the structure and overall well-being of the organization. As such, it will strive to combine the leadership experience of veteran members while regularly introducing newer members to leadership roles.

***Requirements of the Leadership Committee members:***

1. Must agree with the school's Statement of Faith and be of good moral character.
2. Must be responsible for keeping matters confidential.
3. Must be in good financial standing with the BCS Finance Department.
4. Must have held a PTF Board position or have chaired a committee during the year of elections. Or, have attended a minimum of 3 monthly meetings within the past 9 months to be nominated. Requests for exemptions to this requirement must be submitted in writing to the Session and Head of School and approved by the current PTF Leadership Committee.
5. At least one (1) member of the PTF Leadership Committee is expected to attend the PTF monthly meetings, as well as fundraising events and activities. If not one member of the Leadership Committee is able to attend any PTF function, he/she must notify the school Administration one week prior to the scheduled function or meeting, except for providential hindrances, and arrange for his/her own replacement.
6. All members of the PTF Leadership Committee are expected to review and agree to perform all responsibilities outlined in the job description prior to nomination.
7. All members of the PTF Leadership Committee must complete an application form upon being nominated for any position. The application forms will be received for acceptance by the current PTF Leadership Committee and the Head of School. The PTF Leadership Committee will approve the nominees based on the application and recommend their choice to the general membership for an election.

***Responsibilities of the Leadership Committee Members:***

1. To oversee the Executive branch, Communications branch, Fundraising branch, and Social branch of the PTF.
2. One (1) person will be assigned the duty of "MODERATOR". The Moderator will be the spokesperson for the Leadership Committee and will report to an assigned member of the school Administration on a monthly basis.
3. The Moderator will preside at all PTF meetings. If unable to attend, he/she must notify another member of the Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for another Leadership Committee member to preside at the meeting.
4. Leadership Committee prepares and provides all PTF Officers with a meeting agenda prior to each meeting.
5. Appoints Committee Chairs. Appointments may be subject to the approval of the Session and Head of School if such a request arises.
6. Organizes the schedule for all PTF meetings and functions.
7. Conducts elections according to Article VII.
8. Oversees and is responsible for the function of all PTF Officers, Committee Chairs and Committee Members.
9. Is a voting member of the PTF.
10. May submit any PTF correspondence for parents to the PTF secretary for typing.
11. Submits all PTF correspondence for parents to an appointed school Administrator for approval and distributes approved correspondence to the students.
12. Coordinates and discusses all PTF activity with an appointed school Administrator, seeking Head of School approval when necessary.
13. Shall keep an ongoing file of accurate details pertaining to all aspects of the Committee and pass the file on to the next Leadership Committee.

**Article VI. (Part IA) PTF OFFICERS  
SECRETARY**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Records and types the PTF meeting minutes.
5. Keeps a record of attendance at all PTF meetings.

6. Types PTF correspondence as requested, such as announcements, PTF newsletters, activity sign-ups, parent letters, etc.
7. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval and distributes approved correspondence to the students.
8. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Secretary.
9. Performs any other duties assigned by the PTF Leadership Committee.

### **FINANCIAL COORDINATOR**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Conducts all PTF financial transactions through the use of purchase orders, petty cash and PTF reimbursement requests.
5. Receives a monthly copy of the PTF ledger from the school Controller.
7. Provides the PTF Leadership Committee with a financial report showing all receipts and expenditures one week prior to each PTF monthly meeting.
8. Provides a verbal or written financial report to the general membership at all PTF meetings.
9. Checks with an appointed school Administrator at least once a month to obtain any incoming money. Responsible for money collected at fundraisers and activities. Any incoming money will remain at the school.
10. Responsible for making timely payments to vendors for services rendered within 30 days.
11. Responsible for reimbursing a PTF Committee Chair through a purchase order or reimbursement request submitted to the school Finance Department.
12. Follows and reconciles a projected budget created by the school Administration each year and submits a yearly financial report to an appointed school Administrator each year in June.
13. May submit any PTF correspondence for parents to the PTF secretary for typing.
14. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
15. Follows all guidelines as stated in the PTF by-laws, Article IX Finances.
16. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Financial Coordinator.
17. Performs any other duties assigned by the PTF Leadership Committee.

### **SPIRITUAL LEADER**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Attends all PTF meetings and reports on the prayer activity of the School. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and must provide the PTF Leadership Committee with a verbal or written report prior to the meeting.
3. Promotes and organizes prayer among the PTF membership.
4. Leads the prayer time at each PTF monthly meeting.
5. Keeps the PTF Leadership Committee abreast of any prayer concerns.
6. May submit any PTF correspondence for parents to the PTF Secretary for typing.
7. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
8. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Spiritual Leader.
9. Performs any other duties assigned by the PTF Leadership Committee.

## **MEMBERSHIP REPRESENTATIVE**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Reaches out to PTF members and encourages support and participation in PTF activities.
5. Serves as a reference person from new members, current members, and potential members.
6. May submit any PTF correspondence for parents to the PTF secretary for typing.
7. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
8. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.
9. Performs any other duties assigned by the PTF Leadership Committee.

## **Article VI. (Part II) COMMITTEE COORDINATORS & CHAIRS**

**(Subject to additions based on need)**

### **COMMUNICATIONS BRANCH**

#### **ROOM PARENT COORDINATOR**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Facilitates and helps teachers recruit room parents, when needed, for each classroom.
5. Informs room parents of their responsibilities and oversees and keeps them informed of necessary duties.
6. Coordinates the efforts of class baskets and projects for the annual auction fundraiser with the room parents and classroom teacher.
7. Responsible for coordinating weekly teacher appreciation with room parents or parents in general.
8. Recruits, coordinates, and assigns duties to room parents for any PTF function requested by the PTF Leadership Committee.
9. May submit any PTF correspondence for parents to the PTF secretary for typing.
10. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
11. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.
12. Performs any other duties assigned by the PTF Leadership Committee.

#### **HOSPITALITY COORDINATOR**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Coordinates and oversees volunteers to provide hospitality at PTF meetings and functions and specific school events as requested by BCS.
5. May submit any PTF correspondence for parents to the PTF secretary for typing.
6. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
7. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.
8. Performs any other duties assigned by the PTF Leadership Committee.

### **WEBMASTER COORDINATOR**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Helps develop, maintain and update PTF website on weekly or monthly basis as needed with announcements and other relevant information.
5. May submit any PTF correspondence for parents to the PTF secretary for typing.
6. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
7. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.
8. Performs any other duties assigned by the PTF Leadership Committee.

### **COMMUNITY SERVICE COORDINATOR**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Coordinates with RVCC to develop and facilitate community service projects, including such projects as Hope South Florida's "Little Christmas Houses".
5. May submit any PTF correspondence for parents to the PTF secretary for typing.
6. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
7. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.
8. Performs any other duties assigned by the PTF Leadership Committee.

### **VOLUNTEER COORDINATOR**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Facilitates volunteer coordination for all PTF social events and fundraising events through personal communication and web sign up.
5. May submit any PTF correspondence for parents to the PTF secretary for typing.
6. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
7. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.
8. Performs any other duties assigned by the PTF Leadership Committee.

### **FUNDRAISING BRANCH**

#### **FALL FUNDRAISER CO-CHAIR**

1. Is responsible to and reports directly to the BCS Develop Director and PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Coordinates with Fundraiser personnel and appointed school Administrator to organize and implement annual fall fundraiser.

5. Serves as a reference person to provide whatever assistance the Fundraiser needs from BCS.
6. May submit any PTF correspondence for parents to the PTF secretary for typing.
7. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
8. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.
9. Performs any other duties assigned by the PTF Leadership Committee.

### **SPRING FUNDRAISER CO-CHAIR**

1. Is responsible to and reports directly to the BCS Development Director and PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Coordinates with the school Development Director to help facilitate with the organization and implementation of the annual spring fundraiser.
5. Oversees the various auction chairs and provides necessary feedback on their projects.
6. Serves as a reference person to provide whatever assistance school Development Director needs from the fundraising committee.
7. May submit any PTF correspondence for parents to the PTF secretary for typing.
8. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
9. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.
10. Performs any other duties assigned by the PTF Leadership Committee.

### **SPRING FUNDRAISER SPONSORSHIP CHAIR**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Coordinates with the school Development Director and Spring Fundraiser Co-Chair to help facilitate with the organization and implementation of the annual spring fundraiser.
5. Facilitates the process of acquiring sponsorships through appeals to families and local businesses.
6. Sends/faxes sponsorship requests.
7. May submit any PTF correspondence for parents to the PTF secretary for typing.
8. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
9. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.
10. Performs any other duties assigned by the PTF Leadership Committee.

### **SPRING FUNDRAISER FACILITIES CHAIR**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Coordinates with the school Development Director and Spring Fundraiser Co-Chair to help facilitate with the organization and implementation of the annual spring fundraiser.
5. Coordinates event arrangements including booking location, arranging for decorations, arranging for volunteers at event, arranging for childcare at the event (if necessary), arranging for security at the event (if necessary) and any other relevant event details.
6. May submit any PTF correspondence for parents to the PTF secretary for typing.

7. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
8. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.
9. Performs any other duties assigned by the PTF Leadership Committee.

### **SPRING FUNDRAISER EVENT PROCESSING CHAIR**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Coordinates with the school Development Director and Spring Fundraiser Co-Chair to help facilitate with the organization and implementation of the annual spring fundraiser.
5. Creates, organizes and facilitates fundraiser catalogue (e.g. BidPal, BlackTie), check-in and check-out process, and prepares and distributes tax receipts following event.
6. May submit any PTF correspondence for parents to the PTF secretary for typing.
7. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
8. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.
9. Performs any other duties assigned by the PTF Leadership Committee.

### **SPRING FUNDRAISER PUBLICITY CHAIR**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Coordinates with the school Development Director and Spring Fundraiser Co-Chair to help facilitate with the organization and implementation of the annual spring fundraiser.
5. Coordinates the creation of flyers and correspondence.
6. Sends materials through various marketing channels when appropriate.
7. Serves as liaison with printer, invitation design, design and printing of signage with event.
8. May submit any PTF correspondence for parents to the PTF secretary for typing.
9. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
10. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.
11. Performs any other duties assigned by the PTF Leadership Committee.

### **SOCIAL BRANCH**

#### **PUMPKIN PATCH COORDINATOR**

1. Is responsible to and reports directly to the PTF Leadership Committee.
2. Is a voting member of the PTF.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Coordinates with appointed school Administrator to organize and implement annual fall Pumpkin Patch.
5. Coordinates the delivery and set up of the pumpkin patch in October.
6. Creates a schedule and facilitates volunteers to work shifts in the pumpkin patch.
7. Keeps track of student volunteer hours to be applied to their annual 8th grade Washington D.C. trip.
8. May submit any PTF correspondence for parents to the PTF secretary for typing.
9. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.

10. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.

11. Performs any other duties assigned by the PTF Leadership Committee.

### **GREAT PUMPKIN DAY COORDINATOR**

1. Is responsible to and reports directly to the PTF Leadership Committee.

2. Is a voting member of the PTF.

3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.

4. Coordinates with appointed school Administrator to organize and implement the one day annual fall Pumpkin Festival, currently named "The Great Pumpkin Day".

5. Coordinates and works cooperatively with RVCC on the event.

6. Coordinates event components and volunteers.

7. Serves as a reference person to provide whatever assistance school Development Director needs from the annual Pumpkin Festival committee.

8. May submit any PTF correspondence for parents to the PTF secretary for typing.

9. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.

10. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.

11. Performs any other duties assigned by the PTF Leadership Committee.

### **SNOW DAY COORDINATOR**

1. Is responsible to and reports directly to the PTF Leadership Committee.

2. Is a voting member of the PTF.

3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.

4. Coordinates with appointed school Administrator to organize and implement annual Snow Day, including the delivery of snow and other necessary items.

5. Prepares a volunteer schedule and coordinates volunteers for various time slots.

7. May submit any PTF correspondence for parents to the PTF secretary for typing.

8. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.

9. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.

10. Performs any other duties assigned by the PTF Leadership Committee.

### **TEACHER APPRECIATION LUNCHEON COORDINATOR**

1. Is responsible to and reports directly to the PTF Leadership Committee.

2. Is a voting member of the PTF.

3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF Leadership Committee one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.

4. Coordinates with appointed school Administrator to organize and implement a year-end Teacher Appreciation Luncheon.

5. Plans and determines location, theme and menu.

6. Prepares party favors and coordinates volunteers for various jobs leading up to and day of event.

7. May submit any PTF correspondence for parents to the PTF secretary for typing.

8. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.

9. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Membership representative.

10. Performs any other duties assigned by the PTF Leadership Committee.

## **Article VI. (Part III) Committee Members and Miscellaneous Positions**

### **COMMITTEE MEMBERS**

1. Performs duties as assigned by the Committee Coordinators or Chairs and reports directly to them.
2. Attends all committee planning meetings. If unable to attend, must notify the Committee Coordinators or Chairs one week prior to the meeting, except for providential hindrances.
3. May submit any PTF correspondence for parents to the PTF Secretary for typing.
4. Submits all PTF correspondence for parents to the PTF Leadership Committee and appointed school Administrator for approval.
5. Attends PTF meetings, when necessary, and provides the membership with a report upon the request of the PTF Leadership Committee.

### **TEACHER LIAISON**

1. One teacher representative is assigned to attend each PTF monthly meeting. This can be done on a rotating basis under the direction of the Head of School. If the teacher representative is unable to attend the meeting, he/she should notify the PTF Leadership Committee prior to the meeting if possible.
2. Represents the BCS teaching staff and is responsible for keeping them informed of all PTF functions and activities.
3. Shares teachers' needs and concerns with PTF members.
4. Reports content of PTF meeting back to the faculty.

## **Article VII. Elections**

PTF Leadership Committee Members and Officers will be elected from nominations submitted to the Session and the Head of School by the current PTF members in May of each school year. Nominations can be made by the general membership either verbally from the floor at a PTF meeting or in writing by any PTF member unable to attend the meeting.

Nominations for yearly elections will be opened by the PTF Leadership Committee at the April PTF meeting. Self nominations will be accepted. All nominations, whether verbal or written, must have the nominee's acceptance before appearing on the written election ballot.

All nominees must complete a nominee form and be approved by the current PTF Leadership Committee prior to appearing on the written election ballot. All nominees must meet the requirements and agree to the responsibilities so stated in the PTF By-Laws Article VI (Part I & IA) Leadership Committee & PTF Officers.

All nominations must be submitted to the PTF Leadership Committee at the close of the May PTF meeting.

Nominations will then be closed and no new nominations will be accepted.

A written ballot containing the approved nominees for each position will be distributed by the PTF Leadership Committee to all Session members and the Head of School the week following the May meeting. The results of the vote will be delivered to the School within 7 days of receipt. The ballot will be used to elect the members of the PTF Leadership Committee and PTF Officers, the winner will be determined by a simple majority. Newly elected officers will begin serving in their positions at the start of the new school year.

A written ballot election must take place for any unfilled PTF Leadership or Officer position. The above procedures will also be followed for elections other than the May election to fill vacant positions. Nominations for vacant positions will be opened at a PTF meeting by the PTF Leadership Committee and will remain open for 7 days. The PTF Leadership Committee will then close the nominations and no new nomination will be accepted. The winner will be determined by a simple majority and announced to all PTF members. Newly elected officers will begin serving their term at the next PTF monthly meeting and serve through May of the current school year.

Resignation from any executive committee position must be made in writing to the current PTF Leadership Committee. Each PTF Leadership Committee member's term will run from August through May of the current school year. Once a member has served on the Leadership Committee or in the role of PTF Officer, they will typically not serve in that role again for two (2) years, unless a written request is submitted to an appointed school Administrator and Head of School. Committee Chairpersons & Coordinators will be elected by the Leadership Committee and the committee they represent.

### **Article VIII. Meetings**

A quorum of two (2) Leadership Committee members and/or PTF Officers and four (4) general members is required to hold a monthly meeting. A quorum of three (3) Leadership Committee members and/or PTF Officers is required to hold an executive meeting.

Special meetings may be requested by the PTF Leadership Committee, the Session, Head of School or School Board or at least 2/3 of the general membership. Special meetings must be approved by the PTF Leadership Committee before being held. All PTF meetings must be called by the PTF Leadership Committee. Leadership Committee members are required to attend at least three (3) meetings throughout the school year.

### **Article IX. Finances**

The PTF will be self funded through fundraising projects. The fall and spring fundraisers will be lead, directed and planned by the school Development Director. All other miscellaneous PTF fundraising projects must be coordinated through the school Development Director and approved by the Head of School. Once a fundraiser has been approved, it can be repeated yearly without re-approval by the Head of School, but it must be reported by the PTF Leadership Committee as an informational item to the Session and Head of School by way of a financial report generated and submitted by the PTF Financial Coordinator.

At least once a year, the general membership of the PTF will be provided with a list of non-budgeted school needs and an annual budget from the school Administration. Expenditures made by the PTF must be approved by an appointed school administrator and the Head of School. Committee members must be in agreement for approval to be made for an expenditure.

PTF monies will be held in an account in the name of Evangelical Foundation for Christian Services, Inc. d/b/a Bethany Christian School. Anyone requesting reimbursement must submit an itemized receipt to the PTF Financial Coordinator within 60 days of purchase to receive reimbursement. Reimbursements will be made as follows: A purchase order or reimbursement request will be written by the PTF Financial Coordinator for payments to outside businesses. Itemized receipts for the purchases will be attached to the purchase orders or reimbursement requests. The PTF Financial Coordinator or the PTF Leadership Committee plus an appointed school Administrator must sign the purchase order or reimbursement requests. Purchase orders or reimbursement requests will be given to the school Finance Office to write the check.

All incoming money should be kept locked in the school Finance Office. Deposits will be made by the school Finance Office. The Finance Office will also keep the PTF ledger and provide copies of the PTF ledger to the PTF Financial Coordinator on a monthly basis.

The PTF Financial Coordinator will prepare an annual report at the end of the school calendar year showing all PTF income and disbursements for that school year and submit the report to the PTF Leadership Committee, Head of School and appointed school Administrator. The PTF Financial Coordinator must follow all guidelines as stated under the PTF By-Laws, Article VI (Part IA) Officer/Financial Coordinator.