

# **Grace Christian School Parent Teacher Fellowship Bylaws**

*“. . . bring them up in the nurture and admonition of the Lord” Ephesians 6:4b*

## **ARTICLE I: AUTHORITY**

Grace Christian School is a ministry of Grace Baptist Church and under the final authority of the congregation, composed of members in good standing of Grace Baptist Church. For efficient functioning, Grace Baptist Church authorized a committee, known as the Grace Christian School Committee, to oversee the school program and to bring recommendations to the church at the monthly business meetings concerning budget, staffing and other items determined to need church approval. The Grace Christian School Parent Teacher Fellowship (GCS PTF) is a support function of Grace Christian School. As such, the GCS PTF should conduct itself with the vision, objectives and desires of Grace Christian School.

## **ARTICLE II: BYLAWS**

These bylaws are set forth to assist members of the GCS PTF to conduct themselves in that conformity of the PTF biblical theme and command: “. . . bring them up in the nurture and admonition of the Lord” Ephesians 6:4b.

## **ARTICLE III: PURPOSE**

The GCS PTF provides an organized means so that:

- a. parents can participate in activities that enhance the spiritual and physical learning environments of their children.
- b. parents can get to know each other and support one another through fellowship.
- c. parents can support teachers through their many talents and resources.
- d. cooperation and goodwill can be promoted between and among parents, faculty, and administration.

## **ARTICLE IV: MEMBERSHIP AND DUES**

Section 1. All parents and guardians of GCS students, and GCS teachers, are members in good standing of the GCS PTF and are encouraged to participate in PTF activities as the Lord leads them.

Section 2. No membership dues are required of any member of the GCS PTF.

## **ARTICLE V: OFFICERS AND ELECTIONS**

Section 1.

- a. The officers of the GCS PTF are the President, Vice President, Secretary and Treasurer. Each officer must have a student enrolled at least one year at GCS and must be in good financial standing with GCS.
- b. All officers are elected yearly in the final meeting of the year.
- c. The PTF elects all officers by voice vote while potential officers are out of the room. If there is one nominee for any office, election may be by voice vote if a motion to do so is made from the floor.
- d. Officers shall be installed and assume their official duties at the May meeting.
- e. There are no term limits for officers to serve.
- f. GCS or the School Committee may remove any officer from office at any time when deemed appropriate by GCS or the School Committee.

**ARTICLE VI: DUTIES OF OFFICERS**

## Section 1. The President shall:

- Preside at all meetings of the GCS PTF membership;
- Set PTF meeting agendas;
- Meet with and report GCS PTF business to the GCS Director;
- Have signature authority for payment of GCS PTF bills;
- Coordinate the Teacher Breakfast and Lunch (dates determined by the School Director);
- Coordinate Hot Lunch Ticket Sales at beginning of each year and maintain contact with the Hot Lunch Coordinator;
- Coordinate any other matters requested by the School Director;
- Coordinate Teacher Wish List with School Director;
- Perform all other duties usually pertaining to the office.

## Section 2. The Vice President shall:

- Act as an aide to the President;
- Perform the duties of the President in the absence or inability of the President to act;
- Have signature authority for payment of GCS PTF bills;
- Coordinate the Grade Representatives (also know as Room Parents)
- Coordinate the Teacher Appreciation Week Activities;
- Perform any other duties assigned by the President.

## Section 3. The Secretary shall:

- Record and distribute the minutes of all meetings of the GCS PTF membership;
- Sends meeting notes to President for approval and/or editing;
- Sends approved minutes to school for uploading to GCS Website;
- Assist with Hot Lunch Ticket Sales at beginning of the year;
- Perform duties as delegated to the office.

## Section 4. The Treasurer shall:

- Be responsible for accurate record keeping and reporting;
- Prepare financial reports for each PTF meeting;
- Prepare the yearly PTF budget;
- Write checks for signature by President or Vice President;
- Balance and reconcile the accounts (checking, savings and hot lunch);
- Assist with Hot Lunch Ticket Sales at beginning of the year;
- Perform all other duties usually pertaining to the office.

**ARTICLE VII: STANDING AND SPECIAL EVENTS COMMITTEES**

## Section 1. The GCS PTF sponsors the following events during the year:

- Hot Lunch Ticket Sales
- Teacher Wish List
- Teacher's Luncheon during Teacher In-Service
- 8<sup>th</sup> Grade Graduation
- Field Day
- Sports Award Night
- Teacher's Breakfast
- City of Bowie – Teacher of the Month
- Representative for the Bowie Blade Newspaper
- Grace Art Committees

- Summer review books in cooperation with the Resource Room

The GCS PTF officers are responsible for recruiting project managers and workers for PTF Events. Other special committees may be created by the PTF as required to promote the purposes of the GCS PTF. Project managers are all volunteers. There are no term limits for project managers and they shall have the same voting rights.

Section 2. Project managers shall present plans of work to the PTF officers or at PTF meetings. All project managers must adhere to the budgets for their individual projects.

#### **ARTICLE VIII: GRADE REPRESENTATIVES**

Section 1. The PTF Vice President will coordinate the Grade Representatives for GCS. Each teacher will have at least one Grade Representative per room. The Grade Representatives will assist teachers by coordinating events including, but not limited to, field trips, special programs social functions, and Teacher Appreciation Week.

#### **ARTICLE IX: MEETINGS**

Section 1. The PTF will hold a minimum of three meetings during the school year. GCS will schedule the meetings and inform the GCS PTF of the dates. All meetings shall be conducted “decently and in order” as scripture commands (I Cor 14:10).

#### **ARTICLE X: PTF FINANCES**

Section 1. PTF activities are funded by a designated portion of the Enrollment Fee, hot lunch sales and summer review books.

Section 2. The PTF has three bank accounts at the PNC Bank at Superior Lane in Bowie, Md. The three accounts include a checking account, a savings account and a hot lunch account.

Section 3. The PTF president and the Vice President need to sign a signature card at the bank. The treasurer may not sign checks but will write checks and make deposits to the checking and savings account. The GCS Financial Manager has access to pay the hot lunch account only and may write checks to pay hot lunch expenses.

#### **ARTICLE XI: AMENDMENTS**

Section 1. These bylaws may be amended at any general meeting of the GCS PTF by a two-thirds vote of those present.

Section 2. If it becomes necessary that a revised set of bylaws be enacted, a special committee shall be formed by the PTF Committee to submit new bylaws to the GCS PTF. The new bylaws shall be approved by the same procedure as outlined for an amendment.

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