

The Frankfort Christian Academy
Parent Teacher Fellowship
Bylaws
Revised April 24, 2007

MISSION STATEMENT OF THE FRANKFORT CHRISTIAN ACADEMY

The Frankfort Christian Academy partners with Christian parents to provide a Biblically integrated education which equips students to embrace Biblical truth, to strive for academic excellence and to exemplify Christ-like servanthood in homes, churches and communities.

Article I: Name

The name of this organization is The Frankfort Christian Academy Parent-Teacher Fellowship (PTF).

Article II: Articles of Organization

The organization exists as an unincorporated organization of its members. Its "articles of organization" comprise these bylaws, as from time to time amended.

Article III: Objects

Section 1. The objects of the organization are:

- a) To support and promote the mission statement of the Frankfort Christian Academy;
- b) To promote the welfare of children and youth in home, school, church and community;
- c) To support and encourage family life;
- d) To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth and;
- e) To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Section 2. The objects of this organization are promoted through an educational program directed towards parents, teachers, and the general public; are developed through conference, committees, projects and programs, and are governed and qualified by the basic policies set forth Articles IV.

Article IV: Basic Policies

Section 1. The organization shall be noncommercial, nonsectarian and nonpartisan;

Section 2. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.

Section 3. The organization shall not in any way, directly or indirectly, participate or intervene (including publishing or distributing statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4. The organization shall work with the school to provide quality education for all children and youth, and shall seek to participate in the decision making process establishing school policy, recognizing that the ultimate responsibility for making decisions rests with the board and the headmaster.

Article V: Membership

Membership shall consist of all parents and teachers.

Article VI: Officers and Their Election

Section 1. Each officer of this PTF shall be a member of this PTF.

Section 2. The officers of this organization shall consist of president, vice president, secretary and social chair.

Officers shall be elected for one-year terms in the month of April.

Officers shall assume their official duties July 1 and shall serve for a period of one-year, to June 30.

A person shall be eligible to serve an unlimited number of terms in the same office, provided that the person is elected annually in accordance with Section 3 of the Article.

Section 3. There will be a two-week nomination period prior to the election.

Only those persons nominated who have signified their consent to serve shall be eligible for election to such office. Any nominee that does not agree to the nomination will be removed from consideration.

At the end of the two week nomination period and at least one week prior to the PTF meeting at which the election will be held, the offices and names of nominees for that office will be published and made available to the general membership.

In case of a tie for a particular office, each current PTF officer will be allowed to vote for one of the persons tied. The person receiving the majority of these four votes will be declared the winner.

Section 4. A vacancy occurring in any office except that of President shall be filled for the remaining term by a person elected by a majority vote of the general membership. In the case of a vacancy in the office of president the vice president shall assume the office and duties of president. A new vice president will then be nominated and elected.

Nominations for the vacant office shall be taken from the floor at the next scheduled monthly meeting or at a special meeting, whichever may first occur. The vote shall be taken by written ballot at that same meeting and results announced. Current officers shall not be eligible for nomination or election to the vacant position.

An advertisement announcing that nominations for the new position will be taken at the upcoming meeting shall be published a minimum of one week prior to the meeting.

Article VII: Duties of Officers

- Section 1. The president shall preside at all meetings of the organization; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization, and shall coordinate the work to the officers and committees of the organization in order that the Objects may be promoted. The president will ensure that meeting agendas are set prior to PTF meetings with notice of pertinent topics in the two newsletters prior to a PTF meeting. The president will also attend monthly board meetings and report to the general membership any information deemed important.
- Section 2. The vice president shall act as aid to the president and shall perform the duties of the president in the absence or disability of that officer to act.
- Section 3. The secretary shall record that minutes of all meetings of the organization and shall perform such other duties as may be delegated to him/her. The secretary will ensure that minutes of all meetings are published in the newsletter and on the PTF webpage within two weeks after the PTF meeting.
- Section 4. The social chair shall plan, develop and implement activities to involve a combination of parents, teachers and children in order to promote an atmosphere conducive to the development of community spirit and a better learning environment for the school. The officer will serve as a coordinator for all PTF homeroom representatives.
- Section 5. All officers shall perform the duties prescribed in the parliamentary authority in addition to those outlined by these bylaws and those assigned from time to time.
- Section 6. All officers will deliver to their successors all official material not later than ten days following the assumption of duties by the newly elected officers.

Article VIII: Meetings

- Section 1. This organization shall meet at least five times during the school year. Meeting during summer vacation may be held if notification is given according to Section 2 of the article.
- Section 2. Special meetings of the organization may be called by the president or the headmaster. A notice of the meeting shall be advertised a minimum of one week prior to the proposed meeting date.
- The notice shall be printed in a newsletter or other written document, or medium which could reasonably be expected to reach all of the general membership.
- Section 3. The election meeting shall be held in April.
- Section 4. Any of the member's present shall constitute a quorum for the transaction of business in any meeting of this organization.
- Section 5. The officers of this organization may meet without advertisement, provided it to discuss administrative functions and not to decide on activities of the membership as a whole.
- Section 6. The officers of this organization and the headmaster may agree to approve the use of PTF funds to fulfill a teacher's request outside of regularly scheduled meetings to allow timely purchase of needed teaching materials.

Article IX: Parliamentary Authority

- Section 1. Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.
- Section 2. The power to put motions before the organization shall be specifically extended to any member present at a meeting of the organization including any officer or chairperson.
- Section 3. Any motion put forward during a meeting of the general membership shall be voted upon by the general membership as a whole.

Article X: Amendments

- Section 1. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting. Provided that notice of the proposed amendment shall have been given at the previous meeting.
- Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing set of bylaws only by a majority vote at a meeting of the organization meeting. The requirement for adoption of a new set of bylaws shall be the same as in the case of an amendment.

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