



PARENT TEACHER FELLOWSHIP

PTF LITTLE ROCK CHRISTIAN ACADEMY

PTF BYLAWS

ARTICLE I: AUTHORITY

The Parent Teacher Fellowship (PTF) of Little Rock Christian Academy (LRCA) is comprised of volunteer parents who desire to serve the staff, students and their families in a way that glorifies Christ. As such, the PTF will conduct itself with the vision, objectives and desires of Little Rock Christian Academy.

The PTF takes seriously the Biblical admonition to be good stewards of all funds and desires to wisely invest those monies back into LRCA.

ARTICLE II: BYLAWS

These bylaws are set forth to assist members of the LRCA PTF to conduct them in a manner that is in accordance with the beliefs and wishes of the school and the PTF's biblical theme and command: For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. Ephesians 2:10

ARTICLE III: PURPOSE

The LRCA PTF provides an organized means so that we can use the gifts God gave us together, we can:

- Serve LRCA and LRCA families through specific programs or roles
- Support the mission of LRCA by providing resources to enhance the educational experience of each child.
- Encourage the LRCA staff, family, and student community through directed programs or events.
- ARTICLE IV: MEMBERSHIP & DUES

Section 1: All parents and guardians of LRCA Students and LRCA Teachers are members in good standing of the 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 LRCA PTF.

ARTICLE V: OFFICERS & CHAIRPERSONS

The Officers of the LRCA PTF are listed below with the required duties of that position. Each Officer must have a student enrolled at least one year at LRCA and must be in good financial standing with LRCA.

The PTF Nominating Committee discusses and recruits all new officers to the Board.

Officers shall be installed and assume their official duties at the May meeting.

There are no term limits for officers to serve.

LRCA or the LRCA PTF Board may remove any officer from office at any time when deemed appropriate by LRCA or the Board with a majority vote.

ARTICLE VI: DUTIES OF OFFICERS

Board President:

- Term: 1 year
- The President shall be the chief officer of the Board and shall preside at all meetings of the Board and the PTF Committees.
- The President will plan and host monthly Board meetings. The Secretary will preside at meetings of the Board in the absence of the President and President Elect.
- The President will author all Board meeting agendas.
- Between meetings of the Board, shall have general supervision of its business and affairs.
- Author and distribute committee duties to the Board.
- See that all decisions and resolutions of the Board and PTF Committees are voted on, approved with a 2/3 quorum of the board and carried into effect.
- Have signature authority for payment of PTF obligations, if the Treasurer is unavailable.
- Regularly report on activities and affairs of the PTF to the Head of School and Director of Development.
- Meets monthly with Director of Constituent Relations.
- Meet with Director of Development regarding the Staff Wish List or any other matter regarding the position of the Board.
- Perform all other duties usually pertaining to the office.
- Maintains an annual PTF binder in a way that all committee records are present and can be used for future reference. Ensures all pertinent documents are saved in PTF online storage (Dropbox.com).

President Elect:

- Term: 1 year as President Elect, then 1 year as President
- The President Elect should be available to assist the President during events, meetings and decisions to be considered for discussion.
- Learn from and prepare to take over the responsibilities of the current President.
- Board Member Position

Secretary:

- Term: 1 year
- Keeps the minutes and all attachments/supporting documents of the meetings of the Board Members, Chairpersons and Committees in one or more books and/or files provided for that purpose. Be custodian of the corporation's records; record all votes taken at any such meeting; take and transcribe minutes of the proceedings of any such meetings.
- Minutes and attachments/supporting documents in electronic format are due 1 week prior to the next subsequent meeting. For example: the due date for the 9/10/11 minutes would be 10/1/11.
- Sends approved minutes to Communications Officer for uploading to the PTF Website.
- In general perform all duties incident to the office of secretary; and such duties as from time to time may be assigned to him or her by the President or the Board of Directors.
- Preside at meetings of the Board in the absence of the President and President Elect.
- At the expiration of his or her term shall deliver to the Board all property and records of the corporation.
- The Secretary binder needs to be maintained in a way that all Board and/or Committee records are present and that the binder can be passed on to the next appointed Officer. Ensures all pertinent documents are uploaded to PTF online storage (Dropbox.com).
- Board Member Position

Secretary Elect:

- Term: 1 year as Secretary Elect, then 1 year as Secretary
- The Secretary Elect should learn and be available to assist the Secretary in all aspects of the position.
- Board Member Position

Treasurer:

- Term: 1 year
- The Treasurer shall have charge of and custody of and be responsible for all funds and securities of the corporation;
- Check the PTF mailbox in the Administration Building weekly to pick up mail. Passes along any mail that goes to committee members and keep the box cleaned out. Notify committee members when they have forms to pick up.
- Collect Yearly Budgets in August to have ready for viewing by Board prior to the September Meeting to ensure voting is completed during that meeting.
- Keep an accounting of the funds through the management of the receipts, disbursements and deposit moneys due and payable to the PTF Board from any source whatsoever, and all moneys be deposited in the name of the LRCA PTF in such banks, trust companies, or other depositories as shall be selected and voted on by the Board.
- Reconcile month Checking and Savings Accounts. Provide an oral Treasurer's report at with a Financial Overview at every monthly meeting and email documents directly to the CFO of LRCA.
- Perform all the general duties required to the office of treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Board.
- Provide any requested and/or required accounting reports to LRCA CFO for the purpose of an IRS 990 filing by a date determined by the CFO in order to meet the IRS filing deadline, shortly after Year Ending Reconciliation.
- Run and maintain necessary software and accounting data back-ups on an agreed upon schedule.
- The Treasurer binder needs to be maintained in a way that all Board and/or Committee records are present and that the binder can be passed on to the next appointed Officer.
- Board Member Position

Treasurer Elect:

- Term: 1 year as Treasurer Elect, then 1 year as Treasurer
- The Treasurer Elect should be available to assist the Treasurer during events which involve monies and accounting of PTF funds. Learn from and prepare to take over the responsibilities of the current Treasurer.
- Board Member Position

Vice President of Community:

- Term: 1 year
- The VP Community will oversee the following programs:
- Ambassador Program
- Back to School Ice Cream Social for new families
- Mourning Morning
- #PrayLRCA
- Dr. Arnold's Parent Speaker Series
- Warrior Tailgate
- Staff Christmas
- Staff Appreciation Week in February
- Work with Committee Chairs on a monthly basis prior to events and notify Board members of any special needs prior to monthly meetings.
- Provide a monthly Board Meeting Report prior to events to keep the Board informed about the progress and needs of those events.
- The Special Events binder needs to be maintained in a way that all Board and/or Committee records for special events are present and that the binder can be passed on to the next elected/appointed Officer.
- Board Member Position

Vice President of Special Events ELECT:

- Term: 1 year as VP Special Events Elect, then 1 year as VP Special Events.
- The Elect will assist the VP of Special Events for all PTF programs, serving as the administrative assistant for the Special Elects team.
- Learn from and prepare to take over the responsibilities of the current VP of Special Events.
- Board Member Position

Vice President of Development:

- Term: 1 year
- The VP Development will oversee the following programs:
- Wild about Warriors Dinner and Auction
- Boosterthon
- Kroger Community Rewards Program
- Target RedCard
- Box Tops for Education
- Work with the Board to explore other non-administrative (kick-back programs) fundraising opportunities to be considered.
- Provide a monthly Board Meeting Committee Report to include an updated Development levels from each event/project.
- The Development binder needs to be maintained in a way that all Board and/or Committee records for fundraising are present and that the binder can be passed on to the next appointed Officer.
- Board Member Position

Vice President of Development Elect:

- Term: 1 year as VP Development Elect, then 1 year as VP Development.
- The Elect will assist the VP of Fundraising for PTF programs, serving as the administrative assistant for the Development Team.
- Learn from and prepare to take over the responsibilities of the current VP of Development.
- Board Member Position

Vice President of Services:

- Term: 1 year
- The VP Volunteers & Services will oversee the following:
 - School Tool Box program
 - PTF Closet
 - LRCA Family Directory
 - LRCA Calendar
 - Nominating Committee
 - PTF Senior Scholarship
- Work with the Board to explore other ways to increase Volunteer Base.
- The Volunteer binder needs to be maintained in a way that all Board and/or Committee records for volunteers are present and that the binder can be passed on to the next appointed Officer.
- Serves as the Nominating Committee Chair.
- Board Member Position

Vice President Services Elect:

- Term: 1 year as VP Services Elect, then 1 year as VP Services.
- The Elect will assist the VP Services in leadership of the Services Team, serving as the Administrative Assistant of the team when needed.
- Learn from and prepare to take over the responsibilities of the current VP Services.
- Board Member Position

Communications Officer:

Term: 1 year

- The Marketing and Communications Officer helps to develop and oversee all marketing campaigns of the Parent Teacher Fellowship.
- Communicate with Board Members & Chairs about events that need to be in Warrior News, Facebook, Newsletter, EL Bulletin Board or the Website.
- Provide a monthly Board Meeting Communication Report to include all updated communications.
- The Marketing binder needs to be maintained in a way that all Board and/or Committee records for marketing are present and that the binder can be passed on to the next appointed Officer.
- Board Member Position

Vice President Elementary:

- Term: 1 year
- Serves as a PTF resource to the Elementary staff and families.
- Meets with Elementary Principal monthly to communicate upcoming PTF information and events. Also to discuss Elementary needs & how PTF may support.
- Serves as the Home Room Mom Coordinator.
- Leads the PTF Elementary Team.
- Represent the needs and concerns of the Elementary staff and families when PTF programs or initiatives are discusses or voted.
- Board Member Position

Vice President Elementary Elect:

- Term: 1 year as VP Elementary Elect, then 1 year as VP Elementary.
- Serves as a PTF resource to the Elementary staff and families.
- Represent the needs and concerns of the Elementary staff and families when PTF programs or initiatives are discusses or voted.
- Learns the complete role of VP Elementary and provides administrative assistance as needed.
- Board Member Position

Vice President Middle School:

- Term: 1 year
- Serves as a PTF resource to the Middle School staff and families.
- Meets with Middle School Assist. Principal monthly to communicate upcoming PTF information and events. Also to discuss Middle School needs & how PTF may support.
- Coordinates Parent Sponsors for Middle School events and programs.
- Represent the needs and concerns of the Middle School staff and families when PTF programs or initiatives are discusses or voted.
- Board Member Position

Vice President Middle School Elect:

- Term: 1 year as VP Middle School Elect, then 1 year as VP Middle School.
- Serves as a PTF resource to the Middle School staff and families.
- Represent the needs and concerns of the Middle School staff and families when PTF programs or initiatives are discusses or voted.
- Learns the complete role of VP Middle School and provides administrative assistance as needed.
- Board Member Position

Vice President Junior High:

- Term: 1 year
- Serves as a PTF resource to the Junior High staff and families.
- Serves as coordinator of Parent Shepherds.
- Meets with Junior High Assist. Principal monthly to communicate upcoming PTF information and events. Also to discuss Junior High needs & how PTF may support.
- Represent the needs and concerns of the Junior High staff and families when PTF programs or initiatives are discusses or voted.
- Board Member Position

Vice President Junior High Elect:

- Term: 1 year as VP Junior High Elect, then 1 year as VP Junior High.
- Serves as a PTF resource to the Junior High staff and families.
- Represent the needs and concerns of the Junior High staff and families when PTF programs or initiatives are discussed or voted.
- Learns the complete role of VP Junior High and provides administrative assistance as needed.
- Board Member Position

Vice President High School:

- Term: 1 year
- Serves as a PTF resource to the High School staff and families.
- Serves as coordinator of High School Parent Shepherds.
- Meets with High School Principal regularly to communicate upcoming PTF information and events. Also to discuss High School needs & how PTF may support.
- Represent the needs and concerns of the High School staff and families when PTF programs or initiatives are discussed or voted.
- Board Member Position.

Vice President High School Elect:

- Term: 1 year as VP High School Elect, then 1 year as VP High School
- Serves as a PTF resource to the High School staff and families.
- Represent the needs and concerns of the High School staff and families when PTF programs or initiatives are discussed or voted.
- Learns the complete role of VP High School and provides administrative assistance as needed.
- Board Member Position

ARTICLE VII: PROGRAM CHAIRPERSONS

LRCA PTF sponsors the following programs during the school year. The PTF Officers are responsible for recruiting volunteer chairpersons for these PTF projects and events.

Ambassador Program Chair – Elementary:

- Plan, organize, and oversee implementation of Elementary Ambassador Program.
- Develops and maintains program budget with assistance of Board Treasurer.
- Communicates regularly with Board President regarding summer programs and events.
- Works with Communications Officer in developing communications/marketing plan.

Ambassador Program Chair – Middle School & Junior High:

- Plan, organize, and oversee implementation of Middle School & Junior High Ambassador Programs.
- Develops and maintains program budget with assistance of Board Treasurer.
- Communicates regularly with Board President regarding summer programs and events.
- Works with Communications Officer in developing communications/marketing plan.

Boosterthon Chair:

- Plan, organize, and oversee implementation of Boosterthon Program.
- Develops and maintains program budget with assistance of Board Treasurer.
- Communicates regularly with Board President regarding programs and events.
- Works with Communications Officer in developing communications/marketing plan.

Directory & Calendar Chair:

Plan, organize, and oversee implementation of Directory & Calendar Programs.

Develops and maintains program budget with assistance of Board Treasurer.

Communicates regularly with Board President regarding programs and events.

Works with Communications Officer in developing communications/marketing plan.

Elementary Special Event: Father/Daughter Dance Chair:

- Plans, organizes, and oversees the committee that implements the Father/Daughter Event.
- Develops and maintains program budget with assistance of Board Treasurer.
- Communicates regularly with Board President regarding programs and events.
- Works with Communications Officer in developing communications/marketing plan.

Grandparents Day Chair:

- Plan, organize, and oversee implementation of the Grandparent's Day Program.
- Develops and maintains program budget with assistance of Board Treasurer.
- Communicates regularly with Board President regarding programs and events.
- Works with Communications Officer in developing communications/marketing plan.

Wild about Warriors Event & Auction:

- Plans, organizes, and oversees the committee that implements the Wild about Warriors Event.
- Serves as chairman of the Wild about Warriors Steering Committee.
- Steering committee meets monthly starting in September for April event.
- Develops and maintains program budget with assistance of Board Treasurer.
- Communicates regularly with Board President regarding programs and events.
- Works with Communications Officer in developing communications/marketing plan.

Middle School Special Event – Warrior GLOW Chair:

- Plans, organizes, and oversees the committee that implements the Event.
- Develops and maintains program budget with assistance of Board Treasurer.
- Communicates regularly with VP Middle School regarding event.
- Works with Communications Officer in developing communications/marketing plan.

School Tool Box Chairs:

- Plan, organize, and oversee implementation of School Tool Box Program.
- Develops and maintains program budget with assistance of Board Treasurer.
- Communicates regularly with Board President regarding programs and events.
- Works with Communications Officer in developing communications/marketing plan.

Staff Appreciation Chair:

- Plan, organize, and oversee implementation of Staff Appreciation Week.
- Develops and maintains program budget with assistance of Board Treasurer.
- Communicates regularly with VP Community regarding programs and events.
- Works with Communications Officer in developing communications/marketing plan.

ARTICLE VIII: MEETINGS

The PTF will hold its monthly meeting every first Monday of the month at 1:30PM. Members of the PTF Board are asked to attend each monthly meeting. All meetings shall be conducted "decently and in order".

ARTICLE IX: PTF FINANCES

Section 1: All PTF activities, projects and events are funded by Fundraising Events, Sponsorships and Donor Gifts.

Section 2: Any bank account, which the PTF oversees, is maintained by the PTF Treasurer and monitored by the CFO of LRCA and PTF Board.

Section 3: The PTF President and Treasurer sign a signature card at the bank. The Treasurer is responsible for writing checks and depositing checks to all accounts as well as maintaining all the other duties of the Treasurer outlined in his/her duties.

Section 4: PTF Books are maintained on an accrual basis.

Section 5: The PTF will not borrow money from an institution (bank) or individual to fund a program or event.

Section 6: In May of each year, the PTF Board will approve a budget for the upcoming fiscal year (July – June).

Section 7: The PTF will maintain a minimum of \$20,000 for operating expenses at all times.

ARTICLE X: AMENDMENTS

Section 1: These bylaws may be amended at any general meeting of the LRCA PTF by a two-thirds vote of the board members present. At least 9 members must be present to vote on a motion.

Section 2: Annually, the PTF Board will review and update the bylaws if needed each September. Any changes must be voted on and approved by 2/3 majority vote of PTF Board.



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