

**PARENT-TEACHER FELLOWSHIP
CINNINNATI CHRISTIAN SCHOOLS, INC.
BY-LAWS**

ARTICLE I: NAME

The name of this organization is the Parent-Teacher Fellowship (PTF) of Cincinnati Christian Schools, Inc.

ARTICLE II: ARTICLES OF ORGANIZATION

The organization exists as an unincorporated association of its members. These by-laws comprise its “articles of organization”, which will remain in force until such time as they may be amended.

ARTICLE III: STATEMENT OF PURPOSE

The purpose of the PTF is to accomplish the following objectives:

- A. To promote Jesus Christ in the fellowship of parents, school faculty staff and Administrators.
- B. To achieve a bond of love, concern and supportive fellowship; under girding the school, students and families through prayer.
- C. To support school projects as requested by the Principals and Administrators.
- D. To raise funds for projects and supplies that are identified by the principals and Administrators that aid in providing quality Christian education to all students.
- E. To hold meetings throughout the year to inform parents of projects, volunteer needs and promote school fellowship.

ARTICLE IV: AUTHORITY STRUCTURE

The PTF shall be accountable to the Director of Public Relations in close coordination with the Principals. The PTF shall conform to all policies of CCS.

ARTICLE V: MEMEBERSHIP

Section 1: Membership in the PTF will include all faculty, staff, Administrators of the school and parents or legal guardians of enrolled students.

Section 2: Only members of the association shall be eligible to participate in the business meetings, or serve in any of its elective or appointive offices.

ARTICLE VI: MEETINGS

Section 1: Meetings of the PTF will be set-up by the Executive Board that fits into the school calendar. There will be a minimum of two (2) meetings held per school year to communicate projects, volunteer needs and promote fellowship. Seven (7) days notice shall be given for all meetings and any change of date or meeting location. Meeting dates will be approved by the Director of Public Relations. A calendar request form will be completed.

Section 2: The Executive Board may call special meetings, giving seven (7) days written notice to the membership.

Section 3: There will be a meeting in March or April to plan for the next school year. Nominations of Officers will begin at this time.

Section 4: Committee Reports, Treasurer Reports, and Secretary notes will be available upon request and at all meetings. The Treasurer will publish a proposed budget for the school year that the Officers have approved. This will be available at the all-school parent meetings.

ARTICLE VII: OFFICERS

Section 1: Officers

A. The elective offices of PTF, in order of succession are the President, Vice President, Secretary and Treasurer. No officer may miss more than two consecutive meetings. Then the Executive Board must decide whether or not to replace the person. Responsibilities of the offices are as follows:

a. President – The President shall preside at all meetings of the PTF of the Executive Board; shall coordinate the work of the officers and committees, working closely with the Director of Public Relations and the Principals. Objectives of PTF must be met within the policies of CCS.

b. Vice President – The Vice President shall act as aid to the President and shall perform the duties of the President in the absence or inability of that officer to serve.

- c. Secretary – The Secretary shall record the minutes of all meetings of PTF and the Executive Board and shall provide each officer and Director of Public Relations with a copy of the minutes at least one week prior to the next meeting.
 - i. Maintains current files and records on all committee reports, a list of existing committees and their members, and the by-laws.
 - ii. Conduct general correspondence for the organization.
- d. Treasurer – The Treasurer shall keep a full and accurate account of receipts and expenditures, and shall request disbursements in accordance with the approved budget, as authorized by the Executive Board. Only the Treasurer or President may complete check request forms. It is the responsibility of the Treasurer to have the most recent expense/income statement for the Executive Board at each meeting. He/She shall work with the CCS Financial Officer.

- B. With the exception of the President, the terms of office shall be for one (1) year, concurrent with the school year.
- C. Officers are to conduct themselves and lead the PTF under the Lordship of Jesus Christ and for the glorification of His name.

Section 2: Election of Officers

- A. The officers of PTF shall be elected by the membership at large by ballot at a time set-up by the Executive Committee in April or May.
- B. The President shall be elected for a term of two (2) years; all other officers shall be elected for a term of one (1) year.
- C. The term for the new Executive Board will begin at the close of the school year. The PTF Executive Board year is July 1 to June 30 concurrent with CCS Fiscal year.

Section 3: Filling of Vacated offices

In case a vacancy occurs in the office of President, the Vice President shall automatically become President. A person selected by the Executive Board shall fill any vacancy occurring in an elective position for the remainder of the term.

ARTICLE VIII: DUTIES OF EXECUTIVE BOARD

- A. The Executive Board shall consist of the elective officers for PTF, any committee chairs the Board would like to attend meetings, and the Director of

Public Relations. The members shall serve until their successors are elected or appointed.

- B. To transact necessary business so that PTF may fulfill its function as directed by CCS Administration.
- C. To coordinate the efforts of the committees, consulting with them as needed for programs to function effectively.
- D. To fill vacancies in elective and appointive positions.
- E. Regular meetings of the Executive Board shall be held through the entire year as set by the President.
- F. Approval of Funds
 - 1.) The President will meet with each Principal before the start of the school year to discuss projects that PTF will raise funds for during the year.
 - 2.) All expenditures must be noted at an Officer's Meeting. Routine bills of \$25 or less do not need a vote of approval but must be accompanied by a receipt.
 - 3.) Funds of \$26 or more must be discussed and voted on by the PTF Officers. Upon approval, expenditures must be accompanied by a receipt.
 - 4.) Voting members include the President, Vice President, Treasurer and Secretary. If a vote is equally split, the Director of Public Relations will cast the deciding vote.

ARTICLE IX: SPECIAL COMMITTEES/WORKING COMMITTEES

The Executive Board may create special and working committees as deemed necessary to facilitate promoting the purpose of PTF and for carrying out special projects.

ARTICLE X: FISCAL YEAR

The fiscal year of PTF shall begin July 1 and end on the following June 30, concurrent with the fiscal year of Cincinnati Christian Schools.

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