

**GRACE BAPTIST CHRISTIAN SCHOOL
PARENT TEACHER PARTNERSHIP
BY-LAWS**

ARTICLE I – NAME

The name of this organization shall be Grace Baptist Christian School (“GBCS”) Parent Teacher Partnership (“PTP”).*

ARTICLE II – PURPOSE AND MISSION

The purpose of the PTP is to help promote the mission and purposes of GBCS; to provide information; to encourage a fellowship between the home and school; and to develop a channel through which the physical and financial needs of the school can be made known and serviced through the PTP.

ARTICLE III – ARTICLES OF ORGANIZATION

The organization exists as an unincorporated association of its members. Its “articles of organization” comprise these by-laws, as from time to time amended, and its articles of association, if any. In the absence of separate articles of association, the by-laws shall be deemed to be the articles of association. In the event of any conflict between these by-laws and articles of association or articles of a committee, these by-laws shall govern. The PTP is organized under the authority of GBCS. All of its policies and activities shall be consistent with those of GBCS, as determined by GBCS leadership.

ARTICLE IV – MEMBERSHIP

Membership in the PTP shall consist of parents and legal guardians, having students in attendance at GBCS, the staff and GBCS teachers. No due or membership fees are required.

ARTICLE V – POLICIES

Section 1: This fellowship shall be non-commercial and non-partisan.

Section 2: The name of the PTP 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 the promotion of the purposes of this fellowship.

Section 3: This fellowship shall cooperate with the Administration and school faculty, to support the improvement of education and ways that will not interfere with administration of the school and shall not seek to control its policies.

Section 4: This fellowship shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

**A ministry of Grace Baptist Church.*

ARTICLE VI – MEETINGS

Section 1: there will be two (2) general assembly meetings of the PTP per school calendar year to be scheduled in the fall and spring. The dates of each meeting will be predetermined by the Executive Committee and must be approved by the Head Administrator.

Section 2: Special meetings of the PTP may be called by the President or by four (4) Executive Committee members.

ARTICLE VII – OFFICERS

Section 1: Officers

- 1. Officers of the PTP include: President, President-Elect, Secretary, Treasurer and Parliamentarian.*
- 2. Officers of expected to attend all PTP Executive Committee Meetings.*

Section 2: Nominations

- 1. Nomination for officers will be accepted from any member by the third Monday in March of each year.*
- 2. Nominees will be contacted prior to names being placed on the ballot for his/her consent.*

Section 3: Election

- 1. Officers shall be elected/re-elected annually in April by ballot.*
- 2. The term of office shall be one year, to begin on June 1.*
- 3. Officers, with the exception of the President and President-Elect, may serve consecutive terms, not to extend two (2) consecutive years in the same office.*

Section 4: Vacancies

- 1. Vacancies on the PTP Executive Committee shall be filled by appointment of the Executive Committee. Vacancy of the office of President shall be filled by the President Elect.*

ARTICLE VIII – DUTIES OF THE OFFICERS

Section 1: President – The president shall preside at all meetings of the PTP and of the Executive Committee; shall coordinate the work of the Executive Committee; shall prepare the general meeting agendas; shall perform such other duties as may be prescribed in the by-laws or assigned by the PTP or Executive Committee in order that the purposes stated in Article II may be promoted.

Section 2: President Elect – The President-Elect shall assist the President and shall assume all duties of the President in his/her absence. The President-Elect will assume the Presidency upon completion of the President's term of office; therefore, the office of President-Elect is a two year position.

Section 3: Secretary – The Secretary shall record the minutes of all meetings of the PTP and of the Executive Committee. Such minutes shall be distributed to all members of the PTP Executive Committee prior to the next regularly Executive Committee meetings; shall conduct the correspondence of the PTP, sending out notices of general PTP and Executive Committee meetings; shall keep an up-to-date set of by-laws; shall keep a current list of all PTP Executive Committee members' names, addresses and phone numbers; and shall compile a book of the year's records, reports and correspondence.

Section 4: Treasurer – The Treasurer shall work with the GBCS Business Office with regard to the deposits and reimbursements of all activities belonging to the PTP and keep records thereof.

Section 5: Parliamentarian – The Parliamentarian shall ensure that the agenda is followed, order is kept in the meetings and that the by-laws are followed with regard to voting procedures. The Parliamentarian will determine if a quorum of the Executive Committee has been met and maintain attendance records of all members of the Executive Committee.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the Officers of the PTP, Elementary School Principal, High School Principal and School Administrator.

Section 2: The duties of the Executive Committee shall be:

- 1. To transact necessary business of the PTP.*
- 2. To create ministries and special committees needed to accomplish PTP purposes.*
- 3. To present a report at the general PTP meetings.*

Section 3: Five (5) voting members shall constitute a quorum of the Executive Committee.

Section 4: The Executive Committee may hold special meetings as called by the President of by four (4) Executive Committee members.

Section 5: The Executive Committee shall represent the interest of the PTP membership and school administration. The Executive Committee may use any means appropriate to investigate and ascertain the interest and sentiments of the represented, including polls, PTP Membership voting on specific issues, temporary assignment of non-voting Advisory Members of the Executive Committee, etc.

ARTICLE X – STANDING COMMITTEES

Section 1: The Executive Committee has the authority to create ad hoc committees and to assign them to the appropriate standing committee. Prior to the event, every committee must make known to the school family how funds raised will be used. Requests for all committee-led fundraising activities must be submitted in writing for the Fundraising Committee's approval.

Section 2: All Chairpersons of Standing Committees must maintain a Committee Notebook that contains details pertaining to responsibilities, procedures and timelines.

Section 3: Standing Committees shall consist of the following:

- 1. Uniform Resale – Organize school-wide uniform resale at the end of the school year.*
- 2. Welcome – Welcome new families to the school.*
- 3. Wish List – Work with staff and teachers to develop wish lists for classrooms.*
- 4. Fundraising Committee (co-chairs high school and elementary) – Oversee fundraising activities.*
- 5. Hospitality and Teacher Appreciation Committee – Organize luncheons, snacks and other events throughout the school year.*
- 6. Elementary Activities – The chair of the committee will serve as a liaison between the elementary principal and the PTP. Volunteers in charge of various elementary activities under the direction of the elementary principal will comprise this committee.*
- 7. High School Activities – The chair of the committee will serve as a liaison between the high school principal and the PTP. Volunteers in charge of various high school activities under the direction of the high school principal will comprise this committee.*

8. *Moms in Touch – Mothers praying for GBCS.*

ARTICLE XI – PARLIAMENTARY AUTHORITY

Roberts Rules of Order, newly revised, shall be the parliamentary authority for all procedures not specifically covered by the by-laws or by specific rules of procedure adopted by the PTP.

ARTICLE XII – AMENDMENTS

Section 1: The by-laws may be amended by PTP member vote. Notice of the proposed amendment shall have been given at least thirty days prior to the meeting at which the amendment is voted upon, and that the proposed amendment shall be subject to the approval of the Head Administrator.

Section 2: These by-laws shall be reviewed every three years or as needed.