

Gulf Coast Christian School Parents, Teachers, Friends Association Final Bylaws

ARTICLE I: NAME

The name of the association is: Gulf Coast Christian School Parents, Teachers, Friends Association (PTFA), and St. Petersburg, Florida.

ARTICLE II: ARTICLES OF ORGANIZATION

The association exists as an unincorporated association of its members. Its “articles of organization” comprise these bylaws, as from time to time amended, and its articles of association, if any.

ARTICLE III: PURPOSES

Section 1: The purposes of the association are:

- a. To promote the welfare of children and youth in home, school, community and place of worship.
- b. To bring into closer relationship the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- c. 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, and spiritual education.

ARTICLE IV: BASIC POLICIES

The following are basic policies of this association:

- a. The association shall be noncommercial and nonpartisan, and shall adhere to Christian principles.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the organization.
- c. The association 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, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The association 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 legal responsibility to make decisions has been delegated to the Gulf Coast Christian School Board of Education.
- e. No part of the net earnings of the organization shall be used for the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- f. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organizations, the remaining assets shall be distributed to Gulf Coast Christian School.

ARTICLE V: MEMBERS AND DUES

Section 1: Membership in the PTFA shall be made available to any individual who subscribes to the purposes and basic policies of Gulf Coast Christian School, without regard to race, color, creed, or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.

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The association may honor friends of GCCS by making them honorary members. This honor will be for making significant contributions in time, energy, or funds to GCCS, and be on the recommendation the school administrator.

Section 2: Only members of the association shall be eligible to serve in any of its elective or appointive positions.

Section 3: The association shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 4: Each member of the association shall pay annual dues to the association.

Section 5: The membership card shall be valid upon payment of dues through August 31st of the membership year.

ARTICLES VI: OFFICERS AND THEIR ELECTIONS

Section 1: Each officer of the PTFA shall be a member of the PTFA.

Section 2: Officers and their election:

- a. The officers of this association shall consist of a president, a vice-president, a secretary, a treasurer, and a parliamentarian.
- b. Officers shall be elected by ballot annually in the month of May. However, if there is but one nominee for any office, election for that office may be by a show of membership cards or voice vote. A majority vote shall elect.
- c. With the exception of the treasure, officers shall assume their official duties on July 1 and shall serve for a term of one year or until their successors are elected. The treasurer shall assume his/her duties after the books have been audited
- d. A person shall not be eligible to serve more that two consecutive terms in the same office.
- e. Both parents and staff members will be eligible to serve as officers.

Section 3: Nominating committee:

There shall be a nominating committee composed of five members who shall be elected by the association at a regular meeting at least once month prior to the election of officers. The nominating committee shall consist of one preschool teacher, one elementary/middle school teacher, one parent, one "friend", and the administrator or his/her designee. The PTFA President from the previous school year will be a member of the nominating committee as either a friend or parent position for the upcoming school year. If they are no longer at the school then the current President will appoint someone to take their place on the committee.

- a. The president shall appoint a chairperson pro tem, who shall call the first meeting. The committee shall then elect its own chairperson.
- b. The nominating committee shall publish and distribute a nomination form to all Gulf Coast Christian School parents and staff members. The nominating committee will then develop a slate of officers and report its nominees at the election meeting, at which time additional nominations may be made from the floor. In order to be nominated, a person must be a member of the PTFA.
- c. Only those persons who have consented to serve if elected shall be nominated for or elected to such office.

Section 4: Vacancies:

A vacancy occurring in any office shall be filled by a member of the executive committee, until such times as the nominating committee can develop a slate of officers and hold an election. The election shall occur within 60 days of announcement of the vacancy.

Section 5: Any person holding an elected

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or appointed position in this association shall serve for the designated term or until his/her successor is elected or appointed.

Section: 6: In the event that the presidency becomes vacant, that office will be filled for the remainder of the term by the vice-president. The office of vice-president shall then be filled by election.

ARTICLE VII: DUTIES OF OFFICERS

Section 1: The president shall preside at all meetings of the association and the executive committee at which he/she may be present; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the association or the executive committee; and shall coordinate the work of the officers and committees of the association in order that the Purposes may be promoted.

Section 2: The vice-president shall act as aide 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 the minutes of all meetings of the association and of the executive committee; shall prepare all written communication as directed by the association or by the executive committee; and shall perform such other duties as may be delegated.

Section 4: The treasurer shall keep a full and accurate account of receipts and expenders; and shall make disbursements in accordance with the approved budget, as authorized by the executive committee. The treasurer shall present a financial statement at every meeting of the association and at other times when requested by the executive committee and shall make a full report at the annual meeting. The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three members who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Section 5: The parliamentarian shall monitor meetings to insure that the rules contained in the current edition of Robert's Rules of Order correctly govern the association and shall insure that the association adheres to the policies and procedures specified in these bylaws.

Section 6: All officers shall:

- a. Perform the duties prescribed in these bylaws and by the parliamentary authority adopted by this association.
- b. Deliver to their successors all official material no later than ten days following the end of the school year.

ARTICLE: VIII

Section 1: Regular meetings of the association shall be held at least three times during the school year, unless otherwise provided by the association or by the executive board. Seven days notice shall be given of change of date.

Section 2: Special meetings may be called by the executive committee, three days notice having been given.

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Section 3: The last regular meeting of the association shall be held in May and shall be known as its annual meeting.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1: The executive committee shall consist of the officers of the association, the chairperson of standing committees, and the director of the school or his/her designee. The chairperson of the standing committees shall be selected by the officers of the association and the director of the school or his/her designee.

The members of the executive committee shall serve until the election and qualification of their successors.

Section 2: The duties of the executive committee shall be:

- a. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
- b. To create standing committees.
- c. To approve the plans of the work of the standing committees.
- d. To present a report at the regular meetings of the association.
- e. To prepare and submit to the association for approval a budget for the fiscal year.
- f. To approve routine bills within the limits of the budget.
- g. To determine fundraising and other activities to be held during the school year.

Section 3: Regular meetings of the executive committee shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the executive committee members shall constitute a quorum. Special meetings of the executive committee may be called by the president or by a majority of the members of the committee.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

Section 1: The executive committee may create such standing committees as it may be deemed necessary to promote the Objects and carry on the work of the association. The term of each chairperson shall be one year and/or until the election and qualification of his/her successor.

Section 2: The chairperson of each standing committee shall present a plan of work, including budget, to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

Section 3: All receipts shall be submitted by the committee chairperson to the executive committee within thirty (30) days after completion of the event/activity.

Section 4: The power to form special committees and appoint their members rests with the association and the executive committee.

Section 5: The president shall be a member ex-officio of all committees except the nominating committee.

ARTICLE XI: ACCOUNTING

Section 1: The fiscal year of the association shall begin on August 1 and end on the following July 31.

Section 2: All checks, notes, orders and drafts shall be signed in a manner as the Board of Officers may determine.

Section 3: Expenditures must be approved by a majority of the Board of Officers. This vote may be taken via-e-mail, telephone or in person. A check request must be submitted for all

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expenses and approved by a majority of the Board of Officers and signed by either the Treasurer or the President.

Copies of all check requests shall be provided to the treasurer for bookkeeping and accountability purposes. The original check request will be submitted to the school office to obtain the check and authorized school signature either the Business Manager or the Administrator.

All checks will require two signatures. One representative of the Board of Officers, President or Treasurer and one representative of the school, Business Manager or Administrator.

All deposited checks that are returned for any reason will be charged a \$25 return check fee.

ARTICLE XII: PARTIAMENTARY

AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Revised shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws or the non-profit corporation act under which the association may be incorporated.

ARTICLE XIII: AMENDMENTS

- a. These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.
- b. Notwithstanding the automatic character of the amending process, the association shall take action promptly to incorporate such amendments in its bylaws.

These bylaws were approved by majority vote at the _____ meeting of the Gulf Coast Christian School PTFA.