

CONSTITUTION AND BYLAWS OF THE PARENT TEACHER FELLOWSHIP OF LAKEWOOD CHRISTIAN SCHOOLS LONG BEACH, CALIFORNIA

ARTICLE I - NAME

The name of this organization shall be the Parent Teacher Fellowship ("PTF") of the Lakewood Christian Schools ("LCS") of Long Beach, California.

ARTICLE II - PURPOSE

This Fellowship is a strong and supportive base of parent volunteers working together to serve and support teachers, students, parents, administrators, staff and school board members. Biblical principles allow us to seek Christ's divine guidance for our children's mental, physical, spiritual and social growth.

The school administration views this Parent Teacher Fellowship as an important source of counsel regarding the total school program.

The PTF recognizes the authority of the School Board and the school administration in all things pertaining to the school and its program. See Figure 1.

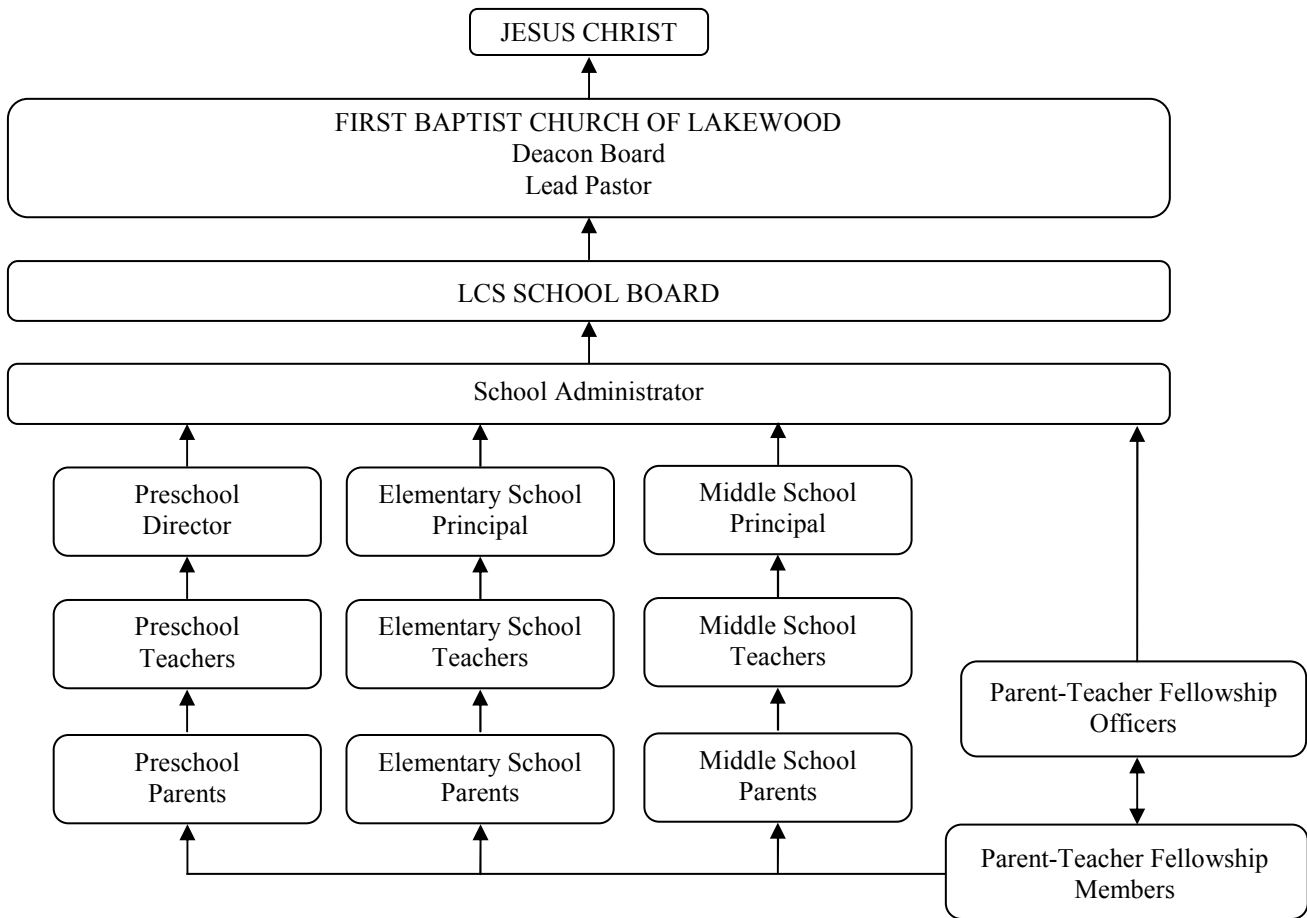


Figure 1. LCS Organizational Chart

ARTICLE III - MEMBERSHIP

Membership in this organization is free and shall consist of parents and guardians of currently enrolled students, teachers, and administrators associated with LCS ("general membership").

ARTICLE IV - ELECTED OFFICERS AND THEIR DUTIES

Section 1 - Officers

The elected Officers of this fellowship shall be the President, Vice-President, Secretary, Treasurer, Parliamentarian, Fellowship Coordinator, Student Events Coordinator, Room Parent Coordinator, Publicity Chairman, Hospitality Chairman, Ways & Means Chairman, Prayer Chain Chairman, and Parking Lot Coordinator.

Each Officer shall hold his/her position for a term of one (1) school year, with a three (3) year consecutive term limit per position. Officers are expected to attend all PTF meetings. Each office held submits one vote. All Officers shall perform the duties prescribed in these bylaws and those assigned from time to time.

Prior to officer elections, the current president should remind all outgoing officers and chairmen to have their files, notebooks, and records up-to-date and organized to pass on to the newly elected PTF officers/chairmen.

It is the president's responsibility to organize officer training and transition between the election of new officers and before the last day of school, with the help of continuing and outgoing officers. This transition shall take place prior to the end of the school year, preferably the week following the May elections or the first week of June.

In case of resignation or termination, each Officer shall turn over to the President, without delay, all records, books and other material pertaining to the office and shall return to the Treasurer, without delay, all funds belonging to the PTF.

Section 2 - The Executive Board

The PTF Executive Board shall be the President, Vice-President, Secretary, Treasurer, Parliamentarian, and School Administrator. The Executive Board shall be responsible for planning and executing the functions of the PTF organization.

The Executive Board shall authorize and approve expenditures in keeping with the purpose of the PTF. All expenditures are to be approved by a simple majority vote of the Executive Board before they are made. The Executive Board will also have authorization to propose and approve each year's PTF budget.

Section 3 - Qualifications of Officers

Lakewood Christian Schools is established for the purpose of providing a Christian education in a Christian environment; therefore, all PTF Officers and nominees must:

- a. show evidence of being born-again Christians,
- b. be attending a Bible-teaching church,
- c. sign a *Statement of Faith*, and
- d. complete the *Declaration of Intent to Hold PTF Office* form.
- e. have a pastor from their church fill and submit PTF's *Pastoral Recommendation* form.

All PTF Officers should recognize their responsibility to exercise personal initiative in carrying out directives associated with their office. Each Officer's commitment and enthusiasm, in their own daily life and in serving in the PTF organization, should reflect a desire to glorify Christ in all activities, as set forth below:

And let these also first be tested; then let them serve ... if they are beyond reproach ... dignified, not ... gossips but temperate, faithful in all things ... good managers of their children and their own households. For those who have served well ... obtain for themselves a high standing and great confidence in the faith that is in Christ Jesus. If anyone serves, [they] should do it with the strength God provides, so that in all things God may be praised through Jesus Christ ... serve as overseers - not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you ... this service

that you perform is not only supplying the needs of God's people, but is also overflowing in many expressions of thanks to God.

(1 Timothy 3:10-13 NKJV; 1 Peter 4:11, 5:2-3; 2 Corinthians 9:12 NIV)

Section 4 - Duties of the Officers

President

The President shall be the Chief Executive Officer of the PTF and shall preside at all meetings of the organization. The President shall have had previous service as a PTF Officer.

The President is an ex-officio member of all committees and will share responsibility with the Vice-President in overseeing the activities of all the committees. The President shall vote only in the event of a tie. (Cross reference Article IV, Section 4, Parliamentarian, paragraph 3 on page 5.)

The President shall coordinate the work of the Executive Board. The President shall determine the time and place of the PTF meetings and prepare the meeting agendas. The President may call a meeting of the Executive Board or the general membership any time deemed necessary. The President may call for an annual audit of the PTF financial records.

Vice-President

The Vice-President shall share responsibility with the President in overseeing the activities of all the committees. The Vice-President shall preside at any meeting in the absence of the President and succeed to the office of President should that office become vacant for any reason.

It is the Vice-President's responsibility to chair, organize and form a committee to oversee the annual PTF fundraiser. The Vice-President shall be responsible for preparing a report detailing the proceeds, expenditures and net income generated by the fundraiser. This report shall contain sufficient data for future Fellowships to use for planning purposes. This report is to be presented at the first PTF meeting after the event has concluded.

Secretary

The Secretary shall keep a complete and accurate record of all PTF and Executive Board meetings, and prepare minutes by the next scheduled meeting. The Secretary shall copy said minutes for distribution at the next PTF meeting. Upon request, the Secretary shall provide a copy of the previous month's minutes, the current month's agenda and a current Treasurer's Report to any members that were not in attendance of a meeting. It shall also be the duty of the Secretary to provide the School Board with copies of the minutes of all official meetings throughout the year by the next official School Board meeting.

The Secretary is responsible for all correspondence of the organization, sending out notices of general PTF and Executive Board meetings, sending out invitations, writing thank you notes, and handling any special correspondence that the PTF Executive Board directs.

The Secretary shall keep a current list of all PTF Board members' names, addresses and phone numbers, and shall compile a book of the year's records, reports, and correspondence.

A copy of the bylaws and any amendments or revisions shall be retained by the Secretary.

Treasurer

It shall be the duty of the Treasurer to receive all monies, issue necessary receipts and checks, prepare and make deposits into the School Board-approved bank, keep an itemized account of all receipts, maintain control of the checkbook, and reconcile the bank statements each month. All monies shall be deposited in the name, and to the credit, of the PTF organization.

Each year the Treasurer shall be responsible for updating the bank signature card, which shall include signatures of the following authorized PTF officers: President, Vice-President, Treasurer, and School Administrator. The signature of the PTF Treasurer and one of the aforementioned officers is required on all checks over \$1,500.

The Treasurer shall keep and maintain records of the business transactions and properties belonging to the PTF. The books of account shall, at all reasonable times, be open to inspection by any PTF member. Upon request, the Treasurer shall render the books and an account of all transactions to the PTF Executive Board.

The Treasurer will handle all funds associated with any fundraising event. In conjunction with the officer and/or committee head of said event, there shall be documentation with both signatures accounting for all monies.

The Treasurer shall prepare a Treasurer's Report at the monthly PTF meeting and report on the financial status of the PTF. The Treasurer's Report shall be current to the most recent bank statement as of one week prior to the PTF meeting and provide any additional activity up to one week prior on a separate sheet of paper. The Treasurer shall also prepare a report showing comparison between the annual budget and year-to-date expenses in each category. These two reports shall be provided to each member at each monthly meeting.

Parliamentarian

The Parliamentarian shall ensure that the meeting agenda is followed, order is kept in the meetings, and that the bylaws are followed. Robert's Rules of Order, newly revised, shall be the parliamentary authority for all procedures not specifically covered by the bylaws or specific rules of procedure adopted by the PTF. (Cross reference Article VII, paragraph 2 on page 8.)

The Parliamentarian will maintain attendance records of all elected Officers and notify any member prior to the three (3) meeting miss rule. If an elected Officer misses three meetings, the Parliamentarian shall notify the President. (Cross reference Article VII, paragraph 4 on page 8.)

With regard to voting procedures, the Parliamentarian will determine if a quorum has been met. A quorum shall consist of a majority of elected Officers present. (Cross reference Article VII, paragraph 3 on page 8.) The President shall vote only in the event of a tie. (Cross reference Article IV, Section 4, President, paragraph 2 on page 4.) In all matters brought forth for approval of the Executive Board or general membership, the Parliamentarian shall tabulate the vote.

Fellowship Coordinator

The Fellowship Coordinator shall be the committee head for 1st Day Fellowship, Skate Fellowship Night, and the All-School Lunch Fellowship Day. The Coordinator shall appoint a chairperson to be in charge of each aforementioned event, and shall oversee and approve all plans. These events may change over time.



Student Events Coordinator

The Student Events Coordinator shall be the committee head for 1st Day Photos, Book Fair, Christmas Store, and the Talent Show. The Coordinator shall appoint a chairperson to be in charge of each aforementioned event, and shall oversee and approve all plans. These events may change over time.

Room Parent Coordinator

The Room Parent Coordinator shall be responsible for all Room Parent activities. Working together, the teachers and the Room Parent Coordinator shall select the Head Room Parent(s). The first Head Room Parent meeting shall take place by October 15th. The Room Parent Coordinator shall meet with all Room Parents and explain the responsibilities of a Room Parent and the guidelines for class parties.

Before each party, the Room Parent Coordinator shall request the budgeted funds from the Treasurer and distribute the monies to the Head Room Parents. The Room Parent Coordinator shall reconcile, with each Head Room Parent, all class party funds spent and maintain expenditure records, which are subject to review.

From time to time, the Coordinator may be asked to contact the Head Room Parents to help recruit volunteers for various PTF/school events (i.e., Christmas Store, Book Fair, etc.).

Publicity Chairman

The Publicity Chairman shall be responsible for publicizing all PTF events. The Chairman shall submit information to the school secretary for placement in Bear Tracks (i.e., upcoming meetings, events, etc.) and update the LCS PTF website and marquee. The Publicity Chairman is responsible for contacting each event coordinator to find out if assistance is needed in designing publicity material (i.e., banners, flyers, etc.).

On the first day of school through Back-To-School Night, the Publicity Chairman is responsible for posting volunteer sign-up sheets in various school locations for Prayer Chain, Parking Lot, Hot Lunch, and Fundraiser. On Back-To-School Night, the Publicity Chairman shall distribute the PTF annual volunteer form to all parents, which includes sign-ups for the aforementioned positions.

Hospitality Chairman

The Hospitality Chairman shall be the committee head for the Teacher Back-To-School Luncheon, Staff/PTF Winter Social, Teacher Appreciation Day(s), and Coffee Connection. These events may change over time. The Hospitality Chairman is also responsible for coordinating snack sign-ups for the monthly PTF meetings.

Ways & Means Chairman

The Ways & Means Chairman shall be responsible for organizing the collection, collation, submittal and mailing of various offers for educational materials and/or monies from various corporations. Ways & Means programs may include eScrip, Box Tops for Education, School Cents Program (mall receipts) and Land's End logo attire. Any new fundraising opportunity/program must be approved by the PTF. The Ways & Means Chairman shall report the progress of each program at the PTF meetings.

Any monies received shall be turned into the Treasurer, along with any receipts for reimbursement.

The Chairman is also responsible for coordinating class parties resulting from any Ways & Means contests between classes.



Prayer Chain Chairman

The Prayer Chain Chairman shall develop and maintain the school prayer chain. The Chairman shall be the contact point for the special prayer needs of the school, families and faculty. A card or gift may be sent to any school family or faculty member with serious illness or injury.

The Prayer Chain Chairman is responsible for the opening prayer, prayer requests, and the closing prayer at all PTF meetings. The Chairman is also responsible for coordinating devotion sign-ups for the monthly PTF meetings.

Parking Lot Coordinator

The Parking Lot Coordinator is responsible for scheduling parking lot volunteers for each month of the school year. The Coordinator is responsible for distributing parking lot procedures & diagram to all elementary and middle school families on the first day of school and periodically, as needed.

ARTICLE V - FISCAL RESPONSIBILITIES

All PTF expenditures must be approved by a simple majority vote of the PTF Executive Board before they are made. All expenditures will be in keeping with LCS policy and philosophy.

While it is the responsibility of the School Board and Church Board to budget and provide funds for the basic curriculum, staffing, facilities, and safety to and of the enrolled students, the PTF, upon approval of a fundraising project, will take on the responsibility to provide funding for the purchase of items that may enhance the educational experience of the enrolled students.

Each school year PTF will solicit a list of desired items from the School Administrator and parents of students which, in their opinion, will contribute to the effectiveness of the educational experience of the enrolled students. The list will be reviewed and prioritized, and a budget will be prepared. Funding for the budgeted items will be provided through PTF-sponsored fundraisers. The purpose of the fundraisers is to provide for the identified needs of the school and students.

PTF accepts the responsibility to perform the functions required by the fundraisers, primarily through its own efforts and the enlisted efforts of volunteer parents. Involvement by the school staff will ensure the appropriateness and success of the proposed fundraisers.

The Vice-President shall be responsible for preparing a report detailing the proceeds, expenditures and net income generated by the main annual fundraiser. This report shall contain sufficient data for future Fellowships to use for planning purposes. This report is to be presented at the first PTF meeting after the event has concluded.

ARTICLE VI - NOMINATIONS AND ELECTIONS

Section 1 - Nominating Committee

A Nominating Committee shall be appointed in January by the PTF President, after consultation with the School Administrator. The Committee shall be comprised of the President, two members of the Executive Board, one school staff member, one member at-large, and the School Administrator. The Committee shall elect its own chairman.

Section 2 - Nominations & Elections

PTF members may submit nomination names to any PTF Officer at any time during the school year, prior to the date of the election. The Nominating Committee Chairman shall provide a copy of the PTF



bylaws to all prospective nominees. The nominee list will be publicly posted at the school between the April and May meetings. The Chairman shall have the consent of all nominees.

The Chairman shall prepare and present the ballot list of nominees to the PTF body at-large at the May meeting. Election shall be by printed ballot. A majority vote of the general membership present at the May meeting shall constitute election of nominees. Elected Officers shall assume their official duties on the last day of school.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board.

Section 3 - Eligibility Requirements

All nominees must be approved by the School Administrator and must meet the following eligibility requirements:

- a. Be a parent or legal guardian of an LCS student enrolled during the term of office.
- b. Be one who has demonstrated concern for the work of the PTF organization.
- c. Be one who demonstrates qualities of spiritual maturity and is in agreement with the philosophy, doctrine, bylaws, and administrative structure of the school.
- d. Signify consent and desire to serve if elected.
- e. Must sign a *Statement of Faith* and complete the *Declaration of Intent to Hold PTF Office* form.
- f. Nominees for President must have previous service as a PTF Officer.

ARTICLE VII - MEETINGS

Regular PTF meetings shall be scheduled by the President prior to the beginning of the school year. Meetings will begin in August, or as needed.

Any member of the PTF organization may present information at the PTF meetings; notification must be given to the President at least 48 hours prior to the PTF meeting in order that the agenda may be properly prepared. Robert's Rules of Order, newly revised, shall be the parliamentary authority for all procedures not specifically covered by the bylaws or specific rules of procedure adopted by the PTF. (Cross reference Article IV, Section 4, Parliamentarian, paragraph 1 on page 5.)

A quorum shall consist of a majority of the elected PTF Officers present. (Cross reference Article IV, Section 4, Parliamentarian, paragraph 3 on page 5.)

All PTF Officers are required to attend all meetings. Officers shall not miss more than three (3) meetings per school year. (Cross reference Article IV, Section 4, Parliamentarian, paragraph 2 on page 5.) If an Officer fails to attend three meetings without adequate excuse, or is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, the Executive Board may declare the office vacant by a two-thirds ($\frac{2}{3}$) affirmation vote.

ARTICLE VIII - AMENDMENTS TO THE BYLAWS

The PTF bylaws are to be reviewed every three (3) years by a Bylaws Committee, comprised of the PTF President, Secretary, Parliamentarian, School Administrator, and PTF officers willing to volunteer for the Committee selected by the PTF President.



All proposed amendments to the bylaws shall be submitted to the Executive Board. If approved by a simple majority of the Executive Board, the bylaws will be submitted to the School Board for its approval. Upon approval by the School Board, the bylaws will be presented to the PTF Officers for acceptance at a regular PTF meeting of the general membership. A three-fourths ($\frac{3}{4}$) affirmation vote of the Officers present shall constitute formal acceptance of the amended bylaws.

Amended 12/09