



COVENANT CHRISTIAN SCHOOL PARENT-TEACHER FELLOWSHIP BY-LAWS

June 2015

Covenant Christian School PTF By-Laws

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ARTICLE I. NAME

Section 1. The name of this organization shall be The Parent-Teacher Fellowship of Covenant Christian School (PTF).

ARTICLE II. MISSION

Section 1. To develop a positive and welcoming environment for all parents and to assist the Covenant Christian School Board, administration and faculty in meeting their current needs through:

- A. Advancing the mission and vision of the school and contributing to a positive environment.
- B. Facilitating communication between the parents, Board, Administrator, and faculty.
- C. Providing support to the administration and faculty to do their work effectively.
- D. Expanding parental participation.
- E. Promoting parental involvement in defraying academic and programmatic costs through volunteering and giving to the Annual Fund.
- F. Promoting academic, spiritual and social development of our students and their families.
- G. Serving and loving the Board, administration, and faculty as they carry out their work and promoting their personal welfare.

ARTICLE III. MEMBERSHIP and VOTING

Section 1. Membership shall consist of:

- A. Parents or guardians having children in attendance at Covenant Christian School.
- B. Grandparents having grandchildren in attendance at Covenant Christian School.
- C. Covenant Christian School administration and faculty.

Section 2. All members have the right to vote, with the following exceptions:

- A. The PTF President is limited to voting only when it will affect the outcome of a vote, or if the vote is by ballot.

Section 3. All members have the right to “respectfully” propose motions, to “respectfully” speak on motions, to “respectfully” debate on motions and to vote on motions. Motions are passed by a simple majority vote, except where specifically noted in these by-laws or where specifically noted in the 'Robert's Rules of Order, 10th Edition' (reference Article XI).

ARTICLE IV. MEETINGS

Section 1. The PTF General Membership shall meet once a quarter beginning with the annual Parent Orientation event as the first quarterly meeting of the new fiscal year in August. (as defined in Article XIII). This shall be a General Membership meeting available to all members of the PTF. The General Membership meeting dates shall be published to the PTF General Members.

Section 2. The PTF Board (as defined in Article VI) shall meet on a monthly basis, (Last Tuesday of every month) with the exception of the months of the General Membership meetings, to conduct PTF business. This shall be a PTF Board meeting available to all members of the PTF. A list of PTF Board meetings shall be agreed upon at the first PTF Board meeting of each term of session and shall be published to the PTF general members.

Section 3. The PTF Executive Board (as defined in Article VI) shall meet as often as necessary to ensure the successful planning and implementation of all matters pertaining to the PTF.

Section 4. The PTF Executive Board is authorized to call special meetings as necessary. The Covenant Christian School Board must be notified of any special meeting prior to such meeting being conducted. Special meetings may consist of, but are not limited to:

- A. PTF Executive Board sessions, closed to all other members.
- B. PTF Board meetings outside of the normal monthly schedule.
- C. Additional PTF General Membership meetings.

ARTICLE V. FINANCES

Section 1. \$20 membership fee per family are required and will be automatically billed to each family through the CCS Business Office.

Section 2. Any and all monies allocated to the PTF will be deposited into a restricted school fund designated exclusively for PTF use. Any and all requests for expenditures from the PTF fund shall require signatures from the PTF Treasurer and one other member of the PTF Executive Board as stated in Article VII, Section 1(A). All PTF check requests shall be presented to the Covenant Christian School Business Office for disbursement. Providing that an individual check request meets the requirement of Article VII, Section 1(A) and there are sufficient funds in the PTF fund to support the check request, the Covenant Christian School Business Office shall not withhold, delay, or require additional approvals to authorize the disbursement of the check to the PTF. All expenditures from the PTF fund shall be reviewed and approved by the PTF Executive Board at an open PTF Board meeting, or in the case of a time sensitive matter, by email.

Section 3. The PTF shall create an annual budget for the next fiscal year (as defined by Article XII) each spring. The annual budget for the next fiscal year shall be voted on no later than the May PTF Board meeting each year. The PTF Board approved budget shall immediately be submitted to the PTF Executive Board for approval within 30 days. Variances of the approved budget exceeding 25% must kick-off an out-of-cycle budget process by the PTF. Once the revised budget is voted on at a PTF Board meeting, it shall immediately be submitted to the PTF Executive Board for approval within 30 days.

Section 4. The PTF account shall be auditable by Covenant Christian School in accordance with the Standards of Accreditation of the Association of Christian Schools International and or any other accrediting body with which the school may be affiliated.

Section 5. In the event of dissolution of this organization, all monies in the PTF fund at that time will be transferred to the Covenant Christian School general fund, less any dissolution costs and or fees.

ARTICLE VI. THE PTF BOARD

Section 1. The PTF Board shall be made up of the PTF Executive Board and the Chairs and Co-Chairs of the PTF Committees.

The PTF Executive Board shall be composed of the following positions:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Communications Coordinator
- F. Covenant Christian School Administer (ex-officio member)
- G. Covenant Christian School Teacher Representative (ex-officio member)

The PTF Committee Positions shall be:

- A. Eagle Day Committee Chair and Co-Chair
- B. Golden Eagle Club Chair and Co- Chair (Grandparents & Grand friends Day)
- C. Healthy Eagles Committee Chair and Co-Chair

- D. High School Parent Coordinator Chair and Co-Chair (9th-12th Grades)
- E. Elementary Parent Coordinator Chair and Co-Chair (K3-5th Grades)
- F. Loyalty/Fundraising Programs Committee Chair and Co-Chair
- G. Middle School Parent Coordinator Chair and Co-Chair (6th-8th Grades)
- H. Dr. Seuss Read Across America/Book Fair Committee Chair and Co-Chair
- I. Faculty & Administration Appreciation Committee Chair and Co-Chair
- J. Spirit Store Coordinator Chair and Co-Chair
- K. Gingerbread Shoppe Committee Chair and Co-Chair
- L. Minister's Breakfast Committee Chair and Co-Chair

The specific roles and responsibilities of the PTF Board are outlined in Section 12 of Article VI, in Article VII and in Article VIII.

Section 2. To be a member of the PTF Board a person must be a member of this PTF.

Section 3. The PTF Executive Board members shall be elected at a monthly meeting in the spring through paper balloting or voice vote. Prior to the vote, no later than the February PTF Board meeting, the PTF Executive Board shall appoint a PTF Executive Board Nominating Committee to develop the slate of candidates for each open PTF Executive Board position. These candidates shall be announced to PTF members no less than seven days prior to the posted election. Candidates shall be elected by majority vote for a term of two years. The election must be held by April 1st each year.

Section 4. The PTF Executive Board Nominating Committee shall be led by the PTF Vice President and shall include, at a minimum, the Homeroom Parent Committee Chair or Co-Chair, an Upper School representative (Middle School, High School) PTF member. A member of the Covenant Christian School Faculty or Administration. The PTF Executive Board Nominating Committee's function is to prayerfully identify candidates for each open PTF Executive Board position. The Committee will forward those candidates' names to the PTF Vice President who will then submit them to the Covenant Christian School Board for approval. Upon approval, the Committee may begin approaching the identified candidates.

Section 5. All nominees to the PTF Executive Board must be submitted to the Covenant Christian School Board for approval by the Covenant Christian School Board, no later than, at the next Covenant Christian School Board meeting. All nominees must read and are in full agreement with the nine essential points in the Statement of Doctrine and the Statement of Educational Philosophy and Objectives. Every attempt will be made to secure PTF Executive Board members and PTF Board members having expertise valuable to Covenant Christian School and a demonstrated commitment to Christ-Centered and Christian education. In principle, the demonstrated Christian walk of each individual nominee shall be a major consideration as to their suitability as a PTF Executive Board member and/or PTF Board members.

Section 6. No person shall serve on the PTF Executive Board for more than three consecutive years. A Husband/Wife team cannot be nominated or sit on the PTF Executive Board during the same term.

Section 7. In case of vacancy in any PTF Executive Board or PTF Board position for any cause, the vacancy shall be filled by the PTF Executive Board's appointee until such time as a qualified replacement is identified. When such replacement is identified, an election will be held at the next monthly PTF Board meeting. A vacancy in an office shall exist when any duly elected PTF Executive Board or PTF Board member shall be absent from his or her position for three consecutive meetings unless such absence is due to circumstances beyond his or her control, and such absence is reported to the PTF Executive Board. A vacancy shall also exist when the member has moved from the school permanently or submits a letter of resignation. The position shall be filled according to the preceding order.

Section 8. The CCS Administrator shall be an ex-officio member of the PTF Executive Board and does not have voting privileges unless otherwise noted within these by-laws.

Section 9. The Covenant Christian School Teacher Representative shall be an ex- officio member of the PTF Executive Board and does not have voting privileges unless otherwise noted within these by-laws.

Section 10. A majority of the PTF Executive Board, plus the Covenant Christian School Administrator or Teacher Representative, shall constitute a quorum.

Section 11. The PTF Executive Board shall be voted into office, in accordance with Sections 3 through 7 of this Article, on a staggered basis in order to maintain a level of continuity across the PTF Executive Board. This stagger shall be as follows:

- A. Election for the PTF President, PTF Vice-President and PTF Secretary shall be held on even years immediately prior to the completion of their term of office.
 - 1. When possible, upon the completion of the PTF Vice-President's term of office, the PTF Vice-President shall become a candidate for the PTF President election.
- B. Election for the PTF Treasurer and PTF Communications Director shall be held on odd years immediately prior to the completion of their term of office.

Section 12. The complete PTF Board and the general roles of the PTF Board shall be as follows, but not limited to (Note: "*" Denotes PTF Executive Board member):

President*	<ol style="list-style-type: none">1. Oversees the service of the entire PTF community and serves as the PTF liaison to CCS.2. Ensures PTF's vision and direction compliment and best serve CCS.3. Ensures accuracy and integrity of PTF by-laws and PTF organizational structure.4. Presides over and leads all quarterly PTF General Meetings and PTF Monthly Board Meetings; enforces rules relating to debate and rules of order for all PTF meetings.5. Acts as election judge, validates ballots and certifies the PTF Secretary's count of all ballots and votes.6. Receives and prioritizes PTF meeting agenda items requests from the PTF Committee Chairs and Co-Chairs and the PTF General Membership and then gives to the Secretary to make copies and distribute for the current General PTF meeting. In addition, a copy will also be sent to the Communications Coordinator to post on the PTF Facebook page and the PTF tab on www.ccseagles.com.7. Represents the PTF to the CCS Board.
Vice-President*	<ol style="list-style-type: none">1. Performs the duties of the PTF President in the absence or inability of the PTF President to act. Assumes the duties of the PTF President until the next annual election if a vacancy occurs.2. Assists and oversees all PTF Committee Chairs and Co-Chairs as necessary in administrative and PTF matters.3. Maintains regular contact with all PTF Committee Chairs and Co-Chairs in order to provide assistance and guidance, ensuring all PTF Committee activities support CCS's and the PTF's missions.4. Assists in PTF Committee Chair and Co-Chair transitions ensuring new leadership is knowledgeable of appropriate procedures, introducing them to PTF and CCS contacts and imparting a working knowledge of the PTF's culture and direction.5. Assists PTF Committee Chairs, Co-Chairs and event lead planners in

	<p>Developing event timelines that support successful event planning, resource allocation and implementation.</p> <ol style="list-style-type: none"> Keeps a current list of filled and open PTF Board positions. Oversees any created Task Forces and recommends termination when missions are complete. Chairs and recruits members of the PTF Executive Board Nominating Committee as specified in Article VI, Sections 4 and 5. Distributes communications from the PTF Executive Board to the PTF Committee Chairs and Co-Chairs via monthly PTF Board meeting. Fulfills other duties as requested by the PTF President.
Secretary*	<ol style="list-style-type: none"> Serves as meeting scribe keeping a record of all PTF meetings. Counts all votes and or ballots cast at all PTF meetings. Presides over PTF meetings in the absence of the PTF President and the PTF Vice-President. Provides the PTF President a list of all unfinished business from the previous PTF meeting upon request. Prepares the copies and distributes the agendas for all PTF meetings. (Received from the PTF President) Prepares binders, folders or other materials needed for the PTF Executive Board/PTF Board, and PTF leadership events or meetings. Secures room reservations and arranges technical support for all PTF meetings. Arranges childcare for PTF meetings as needed. Monitors ccseaglesptf@gmail.com email account and forwards emails to appropriate contacts. Trains the PTF Communications Coordinator to access the ccseaglesptf@gmail.com email account. Administers the PTF Drop-Box on-line storage. Stores all PTF Meeting agendas and minutes in the online storage. Trains PTF Executive Board members and PTF Board members to use the PTF's Drop-Box on-line storage. Resets and documents passwords for all PTF on-line accounts. At a minimum, passwords shall be reset at the end of each term of office. Provides a copy of the current meeting minutes to the Communications Coordinator within one week of the meeting. Fulfills other duties as requested by the PTF President.
Treasurer*	<ol style="list-style-type: none"> Keeps financial record of all PTF transactions; monitors funds. Documents current accounting practices utilized. Provides the PTF President with a statement of financial status at each PTF General Membership meeting and PTF Board meeting; gives a report to the PTF General Membership. Receives the annual PTF Committee budget requests from the PTF Committee Chairs for the next fiscal year no later than May 1st of each year. Drafts the PTF budget for the next fiscal year to be voted on no later than the May PTF Board meeting. Submits the PTF Board approved budget to the PTF Executive Board immediately after the PTF vote. The budget will go into effect June 1st of each year. Signs check requests; secures second signature. Submits completed and approved check requests to the CCS Business Office. Manages PTF online sales (e.g. t-shirt sales, PTF event ticket sales, etc.) Provides PTF committee budget balances to PTF Committee Chairs and Co-Chairs upon request. Frequently checks the physical PTF mailbox and distributes mail to appropriate contacts. Assists the PTF Secretary with preparation of binders, folders or other materials needed for the PTF General meeting or PTF Board meetings. leadership events.

	<p>9. Serves as meeting scribe keeping a record of PTF meetings in the absence or inability of the PTF Secretary to act.</p> <p>10. Fulfills other duties as requested by the PTF President.</p>
Communication s Coordinator*	<p>1. Maintains the PTF webpage on the <u>www.ccseagles.com</u> website daily ensuring information is updated and links/tabs are working properly. In addition, maintain information that encourages parents to get involved. Lastly, ensure the current PTF activities are easily available to the CCS families and community.</p> <p>2. Posts PTF meeting agendas and minutes on the PTF tab on <u>www.ccseagles.com</u> and the PTF Facebook page. (Agendas received by the PTF President)</p> <p>3. Completes PTF Committee webpage change requests submitted by PTF Committee Chairs and Co-Chairs.</p> <p>4. Responsible for announcing the meetings and submitting meeting reminders to all PTF members and CCS families by letter, email, Facebook, and yard signs posted on campus a full week prior to scheduled meeting, week of meeting, and day before meeting.</p> <p>5. Works with the PTF Committee Chairs and Co-Chairs to develop media and communications (e.g. flyers, banners, emails, etc.) and ensures all PTF media and communications to the CCS community are approved by the PTF President prior to distribution to ensure proper branding measures are followed.</p> <p>6. Works with the CCS Developmental Marketing Committee to coordinate PTF communications regarding events and fundraisers.</p> <p>7. Serves as back-up monitor of the <u>ccseaglesptf@gmail.com</u> email account and forwards emails to appropriate contacts as needed.</p> <p>8. Ensures forms used by the PTF (e.g. Check Request, Communications, Events Reservations, etc.) are the CCS administration's most current version. Makes forms available on the PTF Drop Box storage.</p> <p>9. Trains PTF Board Members on the various communications tools available to CCS parents in order to equip the PTF Board Members to support CCS parents who need assistance locating information.</p> <p>10. Provides articles communicating the PTF's status for CCS newsletters upon approval from the PTF President.</p> <p>11. Responsible for writing and maintaining the Wing News announcements on the PTF tab located on the <u>www.ccseagles.com</u> website.</p> <p>12. Responsible for publishing the PTF Executive Board candidates to the PTF General Membership by the PTF Facebook page, email, and <u>www.ccseagles.com</u> PTF tab no less than 7 days prior to the election, and announcements requested by PTF Committee Chairs and Co-Chairs as appropriate.</p> <p>13. Represents the PTF to the CCS Marketing Developmental Committee.</p> <p>14. Fulfills other duties as requested by the PTF President.</p>
Eagle Day Chair Person	<p>1. Oversees planning of annual event that builds community within the school and compliments the CCS calendar. The event goal is to also strive to create an event that our area community cannot get anywhere else.</p> <p>2. Partners with the CCS Administration to assist in the planning and implementation of the event.</p> <p>3. Responsible for aligning sponsorships.</p> <p>4. Responsible for setting fundraising goal for event.</p> <p>5. Responsible for marketing the event.</p> <p>6. Responsible for creating a team of volunteers to assist with the planning,</p>

	<p>Implementation/set-up, and clean-up of the event.</p> <ol style="list-style-type: none"> 7. Spokesperson for the Eagle Day event at the PTF Board/Chair and general meetings. 8. Documents event plans for future reference, including but not limited to: planning timelines, supply lists, suggestions for improvement, vendor information, photographs of set up, attendance history and any other significant information. Includes this information in position binder.
<p>Golden Eagle Club Chair Person (Grandparents & Friends Day)</p>	<ol style="list-style-type: none"> 1. Encourages Grandparents' involvement at CCS so that the Grandparents' wisdom and love can be shared. 2. Collaborates with the CCS Administration to identify and advertise opportunities for Grandparents' active participation in the CCS community, through volunteering, event attendance, and knowledge sharing. 3. Organizes opportunities for CCS Grandparents to serve the school through an organized prayer group. 4. Partners with the CCS PTF Committee and Administration to organize the Grandparents Day activities each year. 5. Documents event plans for future reference, including but not limited to: planning timelines, supply lists, suggestions for improvement, vendor information, photographs of set up, attendance history and any other significant information. Keep in position binder.
<p>Healthy Eagles Chair Person</p>	<ol style="list-style-type: none"> 1. Serves the CCS Faculty, Administration, Parents and Students by facilitating nutrition and wellness education. 2. Promotes a healthy school environment. 3. Builds enthusiasm among the CCS community about nutrient dense foods and exercise. 4. Supports the creation of life-long healthy habits that honor God in order to encourage individuals to grow healthier and stronger as they serve Jesus Christ. 5. Coordinates and promotes the "CCS Community Garden". 6. Hosts events, including but not limited to, the Grow Stronger Serve Longer 5K, that graciously encourages and educates the school community. 7. May partner with students to assist at the Grow Stronger Serve Longer 5K and Health Fair. 8. Assists the Physical Education Coaches with the Elementary Field Day snack and events as requested. 9. Supports other CCS activities and events as requested when resources allow. 10. Documents event plans for future reference, including but not limited to: planning timelines, supply lists, suggestions for improvement, vendor

	Information, photographs of set up, attendance history and any other significant information. Keep in position binder.
High School Parent Coordinator Chair Person (9 th -12 th grades)	<ol style="list-style-type: none"> 1. Two High School Level Coordinators serve as Committee Chair and Co-Chair. 2. Assists in the recruitment of HS Level Coordinators and encourages HS Level Coordinators to serve consecutive years to provide continuity. 3. Confirms HS Level Coordinators will continue to serve the following year and reports their status to the PTF Vice-President no later than April 1st of each year. 4. Presides over a HS Level Coordinator meeting to review duties and plans for the year prior to, or at the beginning of the school year. 5. At the beginning of the school year, ensures HS Coordinators email grade level teachers to introduce self as a PTF contact and to offer PTF support and prayer. 6. Ensures HS Level Coordinators serve as social coordinators organizing a grade level social event throughout the school year. 7. Ensures HS Level Coordinators educate and encourage parents to utilize the communications tools approved and utilized by the CCS Administration (i.e. Renweb, CCS website, etc.). 8. Ensures Grade Level Coordinators are trained on and utilize the Dropbox storage, CCS website, and Renweb. 9. Ensures HS Level Coordinators support new families' integration into the CCS community. 10. Ensures HS Level Coordinators fulfill their duties. Encourage students to partner with the PTF Healthy Eagles Committee to assist at the "Grow Stronger Serve Longer 5K" and Health Fair. 11. Assist with the Junior/Senior Prom. 12. HS Level Coordinators may be asked to serve as a member of the PTF Executive Board Nominating Committee. 13. Periodically communicates with the PTF Homeroom Parent Chair and Co-Chair and the PTF Middle School Chair and Co-Chair to collaborate about the CCS Faculty and Administration needs and areas for improving communication or processes. 14. Coordinates the volunteers for the Friday Teacher Lunch Program. (<i>First and last Friday of each month</i>). 15. Documents HS level event plans for future reference, including but not limited to: planning timelines, supply lists, suggestions for improvement, vendor information, photographs of set up, attendance history and any other significant information. Keep in position binder.
Elementary Parent Coordinator Chair Person (Elementary K3-5 th)	<ol style="list-style-type: none"> 1. Recruits and trains volunteers to serve as Homeroom Parents in Elementary grades K3-5th. 2. Serves as a resource to Homeroom Parents. 3. Provides weekly reminders and announcements to Homeroom Parents. 4. Presides over Homeroom Parents meetings to refresh Homeroom Parents of their duties and update Homeroom Parents regarding school activities. (<i>Meetings are held at least once per quarter</i>) 5. Equips Homeroom Parents to support their class teacher. 6. Encourages Homeroom Parents to communicate weekly with class parents. 7. Encourages Homeroom Parents to schedule social events for class students and parents throughout the year. Works with other Homeroom Parents in the same grade level to host a grade level social prior to the beginning of the

	<p>school year. (Parent Orientation Event)</p> <ol style="list-style-type: none"> Encourages Homeroom Parents to communicate care needs to their class. Ensures Homeroom Parents are trained on and utilize the Drop Box Storage, Renweb, and CCS website for all needs. Ensures Homeroom Parents support new families' integration into the CCS community. Ensures Homeroom Parents fulfill their duties. Prior to the beginning of the school year, meets with the CCS Elementary School Principal to assign Homeroom Moms to appropriate classes. Prior to the conclusion of the school year, contacts the Elementary School Principal to schedule a time to attend a Faculty meeting, or other appropriate forum, to collect CCS Faculty and Administration feedback on the school year and suggestions for improvements that can be made. Reports suggested improvements to the PTF Vice President, includes suggested improvements in position binder and includes adopted improvements in subsequent Homeroom Moms trainings. Confirms Homeroom Parents will continue to serve the following year and reports status to the PTF Vice-President no later than March 1st each year. Serves as a member of the PTF Executive Board Nominating Committee. Periodically communicates with the PTF Middle School Chair and Co- Chair and the PTF High School Chair and Co-Chair to collaborate about the CCS Faculty and Administration needs and areas for improving communication or processes. Coordinates volunteers for the Teacher's Friday Lunch Program. (<i>First and last Friday of each month</i>). Documents grade level event plans for future reference, including but not limited to: planning timelines, supply lists, suggestions for improvement, vendor information, photographs of set up, attendance history and any other significant information. Includes this information in position binder.
Loyalty/Fundraising Programs Chair Person	<ol style="list-style-type: none"> Strategically promotes Name Bubbles Labels, Campbell's Labels for Education, "Target"-Take Charge of Education program, Publix's, and Office Depot's Back to School program to the school community. Oversees the Eagle Walk fundraising program. (Brick Fundraiser) Creates contests or other promotions to encourage collection from these programs throughout the school year. Tracks funds received from each program. Explores and recommends additional programs to promote and participate in to the PTF Executive Board. Recruiter for coordinating bi-quarterly CCS dinner meetings. Documents event plans for future reference, including but not limited to: planning timelines, supply lists, suggestions for improvement, vendor information, photos, and attendance. Keep in position binder.
Middle School Parent Coordinator Chair Person (Grades 6 th -8 th)	<ol style="list-style-type: none"> Two MS Level Coordinators serve as Committee Chair and Co-Chair. Assists in the recruitment of MS Level Coordinators and encourages MS Level Coordinators to serve consecutive years to provide continuity. Confirms MS Level Coordinators will continue to serve the following year and reports their status to the PTF Vice-President no later than March 1st each year. Presides over a MS Level Coordinator meeting to review duties and plans for the year prior to, or at the beginning of, the school year.

	<ol style="list-style-type: none"> 5. At the beginning of the school year, ensures MS Level Coordinators email grade level teachers to introduce self as a PTF contact and to offer PTF support and prayer. 6. Ensures MS Level Coordinators serve as social coordinators organizing a grade level social event before the new school year. (Parent Orientation Event) 7. Ensures MS Level Coordinators educate and encourage parents to utilize the communications tools approved and utilized by the CCS Administration (i.e. Drop Box Storage, Renweb, and CCS website). 8. Ensures MS Level Coordinators support new families' integration into the CCS community. 9. Ensures MS Level Coordinators fulfill their duties. 10. MS Level Coordinators may be asked to serve as a member of the PTF Executive Board Nominating Committee. 11. Periodically communicates with the PTF Homeroom Parents Chair and Co-Chair and the PTF High School Chair and Co-Chair to collaborate about the CCS Faculty and Administration needs and areas for improving communication or processes. 12. Coordinates volunteers for the Friday Lunch Program (<i>First and Last Friday of each month</i>) 13. Documents grade level event plans for future reference, including but not limited to: planning timelines, supply lists, suggestions for improvement, vendor information, photographs of set up, attendance history and any other significant information. Includes this information in position binder.
Read Across America/Dr Seuss Week & Book Fair Chair Person	<ol style="list-style-type: none"> 1. Responsible for coordinating with the Administration and Faculty regarding themes, dates, and services needed from PTF. Attend Teacher planning meeting. 2. Responsible for decorating with the chosen theme the school lobby and Elementary hallways. 3. Gather volunteers for the two week event and oversee that their duties are followed through. 4. Coordinate the Dr. Seuss Birthday Party Event. 5. Coordinate the Book Fair Kick-off Breakfast Event. 6. Assist the CCS Librarian with working and scheduling volunteers for the Book Fair week. 7. Documents event plans for future reference, including but not limited to: planning timelines, supply lists, suggestions for improvement, vendor information, photographs of set up, attendance history and any other significant information. Includes this information in position binder.
Faculty & Administration Appreciation Committee Chair Person	<ol style="list-style-type: none"> 1. Creates and manages the CCS Faculty and Administration appreciation events and activities throughout the year. 2. Hosts a back to school CCS Faculty and Administration appreciation event with a catered lunch and gift for the Faculty and Administration.

	<ol style="list-style-type: none"> Oversees the “Teacher of the Year” program. Hosts a Faculty & Administration Appreciation Week during the school year. Other appreciation events may be organized as needed. Oversees planning of appreciation events with, and serves as a resource to, individual event leaders. Recognizes CCS Faculty and Administration members’ birthdays on a quarterly basis with cake in Teacher’s workroom, post birthdays on the PTF FB page, and in CCS newsletter. Maintains CCS Faculty and Administration members’ <i>Favorites Forms</i> (include in the PTF Drop Box Storage for all members to access) Positively contributes to the appearance and function of CCS Teacher’s workroom. Documents event plans for future reference, including but not limited to: planning timelines, supply lists, suggestions for improvement, vendor information, photographs of set up, attendance history and any other significant information. Includes this information in position binder.
<p>Gingerbread Shoppe Chair Person</p> <p>CCS Spirit Store Coordinator Chair Person</p>	<ol style="list-style-type: none"> Coordinate volunteers for the week-long event in December of each year. Work and coordinate with an outside service to receive, sell, and return goods needed for the event. Set-up and decorate the PTF Spirit Store for the location of the event. Work closely with the PTF Spirit Store Coordinator. Promote and market the event to the CCS Community. Documents event plans for future reference, including but not limited to: planning timelines, supply lists, suggestions for improvement, vendor information, photographs of set up, attendance history and any other significant information. Includes this information in position binder. <ol style="list-style-type: none"> Responsible for stocking the store. Ensure the store is open, organized, and clean each day. Maintain the cash box and distribute monies to the Treasurer each week. Assist during the Gingerbread Shoppe week in December. Responsible for the monthly inventory count. Plan and coordinate “Back to School” opening during Parent Orientation Event. Recommend new items to sale

Minister's Breakfast Chair Person	<ol style="list-style-type: none"> 1. Work with the Administration and Faculty in coordinating a confirmed date and agenda for the event. 2. Gather volunteers to assist with the event planning, decorating/set up, and clean up for the day event. 3. Responsible for following the "Three Step Follow Up Program" in order to ensure a high attendance. 4. Work closely with the CCS Secretary to gather addresses and mailings to the church offices. 5. Responsible for sending "Thank You" cards or letters to the churches represented at the event. 6. Responsible for preparing a speech to present at the breakfast. 7. Responsible for coordinating CCS students to participate in a presentation for the Ministers. 8. Documents event plans for future reference, including but not limited to: planning timelines, supply lists, suggestions for improvement, vendor information, photographs of set up, attendance history and any other significant information. Includes this information in position binder.
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Section 13. All Committee Chairs and Co-Chairs shall be appointed by the PTF Executive Board and serve at the discretion of the PTF Executive Board.

Section 14. The PTF Board may suggest the creation of a *Task Force* to research issues and recommend strategies to address initiatives identified by CCS parents, the PTF or the school Administration. The PTF Vice-President shall provide oversight of an authorized *Task Force* and recommend termination when it is determined that the mission of the Task Force is complete. The creation of a Task Force must be approved by the CCS Board.

ARTICLE VII. EXECUTIVE BOARD RESPONSIBILITIES

Section 1. In addition to the responsibilities detailed in Article VI, Section 12, the PTF Executive Board shall be:

- A. Familiar with the PTF by-laws and Mission.
- B. Designated to sign check requests, with the exception of the PTF President. Two signatures are required on check requests.
- C. Expected to attend all PTF meetings.
- D. Authorized to vote to allocate funds of \$1000.00 or less without bringing the request to the PTF Board meeting for approval, not to exceed \$5000.00 per fiscal year. (*In case of a time sensitive matter*)
- E. Required to provide an overview of the PTF budget and these by-laws at the first PTF Board meeting of each term of session.
- F. Required to hold open PTF Board meetings. Provisions for closed executive sessions are specified in Article IV, Section 4.
- G. Required to approve all PTF Committee Chairs and Co-Chairs and subcommittee creation.
- H. Expected to represent the PTF at CCS functions and events as requested.
- I. Expected to transition with replacement at completion of elected terms of office.
- J. Required to turn over all relevant documents, including position folders, to the PTF Secretary upon completion of elected terms.

ARTICLE VIII. CHAIR AND CO-CHAIR RESPONSIBILITIES

Section 1. In addition to the committee specific responsibilities detailed in Article VI, Section 12, all Chairs and Co-Chairs of PTF Committees are expected to:

- A. Attend PTF General Membership meetings and PTF Board meetings.
- B. Provide a status report regarding their committee at PTF General Membership meetings and PTF Board meetings.
- C. Submit PTF General Membership meeting and PTF Board meeting agenda item requests to the PTF President.
- D. Distribute PTF General Membership meeting and PTF Board meeting agendas to their committee members and encourage their attendance at PTF General Membership meetings and PTF Board meetings.
- E. Keep committee members apprised of applicable committee and PTF Board activities and news.
- F. Plan and preside over committee meetings.
- G. Plan committee activities for each term of session (as defined in Article XIII).
- H. Submit a detailed budget request for the next fiscal year to the PTF Treasurer no later than June 1st of each year.
- I. Maintain the committee webpage; submitting any change requests to the PTF Communications Coordinator.
- J. Ensure all committee communications to the CCS community (e.g. CCS Weekly Newsletter announcements, event flyers, etc.) are approved by the PTF Communications Coordinator.
- K. Wisely plan the use of committee resources and ensure the committee remains in compliance with its budget.
- L. Submit complete and accurate check requests to the PTF Treasurer in a timely manner.
- M. Follow the Facility Use Guidelines and share guidelines with committee members.
- N. Inform the PTF Vice-President when support or guidance is needed and when committee members join or leave the committee.
- O. Copy the PTF Vice-President on committee updates or other applicable communications.

- P. Confirm committee members will continue to serve the following term of session and report status to the PTF Vice-President no later than April 1st of each year.
- Q. No later than March 1st of each year, notify the PTF Vice-President of the names of the committee chair and co-chair serving for the following term of session.
- R. Introduce the new committee chair and/or co-chair no later than the April PTF Board meeting each year that a transition occurs.
- S. Create subcommittees as necessary to support needs with PTF Executive Board approval.
- T. Submit requests to set up online sales (e.g. t-shirts, event tickets, etc.) to the PTF Treasurer.
- U. Fulfill any special projects assigned by the PTF Executive Board.

Section 2. Chairs and Co-chairs of PTF Committees shall be familiar with, and help advance, the PTF's mission. They purposefully represent the PTF among the CCS community and help develop a positive and welcoming climate that encourages every parent to serve in some role. Chairs and Co-chairs of PTF Committees shall wear PTF paraphernalia (e.g. t-shirt, hat, nametag, etc.) and encourage their committee members to do so as well.

Section 3. Chairs of PTF Committees shall serve for two consecutive years, when possible. Co-Chairs of PTF Committees shall serve for at least one year prior to becoming Chair, when possible.

Section 4. No person shall serve as the Chair of a PTF Committee for more than two consecutive years unless their term of service is extended by agreement of the PTF Executive Board.

Section 5. Chairs and Co-Chairs of PTF Committees shall assist in securing replacement chairs and co-chairs for their committee. PTF Committee Chairs and Co-Chairs shall also transition with replacements at the completion of their service. Ideally, a PTF Committee Chair's replacement serves as co-chair for at least one year prior to the chair's completion of service. Upon completion of their service, Chairs and Co-chairs of PTF Committees shall turn over all relevant documents, including their position folder, to the PTF Secretary.

ARTICLE IX. REMOVAL FROM THE EXECUTIVE BOARD

Section 1. Removal from the PTF Executive Board may occur by a two-thirds vote of the PTF Executive Board (including the PTF President and the CCS Administrator or his representative) and by a two-thirds vote of the CCS Board.

- A. A PTF Executive Board member could be subject to removal at any such time that he or she fails to perform assigned duties, is corrupt, or demonstrates any act/behavior that brings dishonor to, or negates, the purpose and/or goals of this organization.
- B. The removal of the PTF Executive Board Member shall take place only after the PTF Executive Board has met with the CCS Board to assess and discuss the problem and only after a good faith effort has been made to resolve the problem.
- C. The CCS Board reserves the right to remove a member of the PTF Board if it is determined to be in the best interest of the school and PTF. Such removal requires a two-thirds vote of the CCS Board.

ARTICLE X. LIMITATIONS

Section 1. In order to protect the rights of individuals and ongoing educational programs, the PTF Board and its sub-committee membership agree to abide by the following:

- A. It shall not violate CCS personnel agreements, contracts, policies, or interfere with the professional performance of the school faculty or administration.
- B. It shall not infringe on the legal rights of individual students, groups of students, faculty, administration, parents, or the CCS community.

- C. It 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.
- D. It shall not speak as an official representative of CCS.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in “Robert’s Rules of Order 10th Edition” (Newly Revised) shall govern this PTF in all cases to which they are applicable and in which they are not inconsistent with these PTF by-laws.

ARTICLE XII. FISCAL YEAR

Section 1. The fiscal year of the PTF shall be from June 1st through May 31st of the following year.

ARTICLE XIII. TERM OF SESSION

Section 1. The term of session for the PTF Board shall begin on June 1st and end on May 31st of the following year.

ARTICLE XIV. AMENDMENTS

Section 1. These PTF By-Laws may be amended at any PTF meeting where a quorum of the PTF Executive Board (as defined in Article VI, Section 10) is present by a two-thirds vote of the PTF Executive Board members present. Amendments approved by the PTF Executive Board shall be immediately submitted to the CCS Board for ratification within 30 days.

Section 2. No later than March 1st each year, the PTF Executive Board shall review these PTF By-Laws to determine whether amendments are necessary. If amendments are necessary then the process described in Section 1 above shall commence.