

# Parent Teacher Fellowship Orangeburg Christian Academy, Inc. Constitution & Bylaws

## **Article I - Name**

The name of this organization shall be the Parent Teacher Fellowship (PTF) of Orangeburg Christian Academy, Inc. (OCA), Orangeburg, South Carolina.

## **Article II - Purpose**

The purpose of the PTF is to foster and promote a better understanding and a closer relationship between the home, the teachers, and school administration for maintaining a positive learning environment for the students of OCA. Through PTF dialogue and cooperation among parents/guardians and teachers, they can more effectively work together by supporting one another, communicating, and helping meet “in-class” financial needs to maintain a positive Christian learning environment at Orangeburg Christian Academy, Inc. The existence of the Parent Teacher Fellowship is deemed a creative and vital endeavor to foster a constructive dialogue among parents, teachers, and the OCA Board of Directors. The minutes of each PTF meeting will be a standard item of review at each scheduled Board meeting.

## **Article III - Policies**

All acts of this organization shall be in accord with school policies or approval of the OCA Board of Directors.

## **Article IV - Members**

All parents or guardians of children attending OCA are members and shall have in-person voting rights. All teachers employed at OCA, are also members and may exercise in-person voting rights.

## **Article V - Meetings**

**Section 1. Regular Meetings.** The organization shall meet a minimum of five times during the school year. The newly elected officers shall set the PTF general meeting dates and other PTF activity dates by August 30<sup>th</sup>.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Notice of any special meeting shall be sent to the members at least 10 days prior to the meeting. Notice may be publicized on ocapatriots.com, Facebook, or flyer sent home with students.

**Section 3. Quorum.** The quorum shall be at least 9 members of the PTF (whether officers, teachers, or general members).

## **Article VI - Officers and Elections**

**Section 1. Officers.** The officers shall be a president, vice president, secretary and treasurer.

**a. President.** The president shall prepare an agenda in advance and preside at all meetings of the PTF and of the Executive Board; shall be an ex-officio member of all committees except the nominating committee; and shall perform all other duties pertaining to this office.

**b. Vice President.** The vice president shall perform the duties of the President in the absence of that officer. The vice president shall encourage parents to attend and participate in PTF activities, be in charge of the "room count" and deliver the attendance number to the Secretary. The vice president shall be in charge of publicity for stated PTF meetings and special events.

**c. Secretary.** The secretary shall record and keep a permanent record of all meetings of the PTF and of the Executive Board. The Secretary shall attend to all correspondence and shall assist the President in meeting arrangements. The Secretary must render a report at all meetings for dissemination. All records shall be delivered to the succeeding Secretary.

**d. Treasurer.** The treasurer shall receive and disburse all monies of the PTF and shall keep an accurate record of receipts and expenditures. The treasurer must render a report at each meeting. The PTF books shall be subject to audit at any time. All records shall be delivered to the succeeding treasurer.

**Section 2. Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

**Section 3. Terms of Office.** Officers are elected for one year, beginning June 1 and ending May 31 of the following year. Officers may serve no more than two (3) consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 4. Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 5. Removal from Office.** Officers can be removed from office with or without cause by a two-thirds vote at a duly called regular meeting.

## **Article VII - Nominations and Elections**

**Section 1.** Elections will be held at the last general PTF meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at that meeting. Nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

**Section 2. Record Keeping.** Three academic years' records will be kept by the respective officer, with all preceding years held in the school office. Upon request, all members of the PTF have the right to inspect and copy at their own expense any books and records of the PTF.

**Section 3. Succession.** The Executive Board, including all outgoing and incoming officers, shall meet no later than May 15<sup>th</sup> of each year for the purpose of creating an orderly transition of each officer's responsibility.

## **Article VIII - Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, and Principal. All are voting members of the Executive Board.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, plan the agenda for general meetings, create standing rules and policies, create standing and temporary committees and appoint members to those committees, prepare and submit a budget for approval by the membership, approve expenditures in accordance with the approved budget, and prepare reports and recommendations to the membership.

**Section 3. Meetings.** Regular executive board meetings shall be held every other month. Special meetings may be called by any two board members, with 24 hours notice to all board members.

**Section 4. Quorum.** The quorum shall be a majority of the board members.

## **Article IX - Committees**

**Section 1. Membership.** Committees may consist of general members and Executive Board members, with the president acting as an ex officio member of all committees. The committee chairpersons shall be appointed by the president. All committee chairs shall report to the Executive Board as reasonably required.

**Section 2. Standing Committees.** The following committees shall be held by the organization:

- a. **Parent Teacher Prayer Partners.** Our teaching professionals spend many hours preparing and providing instruction. The PTF recognizes and appreciates that this

requires a dedication that takes time away from family, friend, and self. The PTPP effort is to encourage and designate a dedicated Parent/Custodial Parent for each teacher to be a prayer partner for encouragement, strength, wisdom, and godly for each teacher throughout the course of the school year. This can be a personal relationship or silent vigil as part of our parent's prayer life. Be mindful also to keep the teachers' and their student's information in a sacred trust relationship. Safeguard their needs and lives as matters of the utmost privacy. Remembering always, the Holy Spirit conveys to Almighty God our needs that go unspoken. It is not required nor necessary for the role of Prayer Partner to be made aware of personal or private details, but if shared, they are to remain held in a sacred trust among those we pray with and for.

**i I Timothy 2:1** "I exhort therefore, that, first of all, supplications, prayers, intercessions, and giving of thanks, be made for all..."

**ii Ephesians 6:18** "...and pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the Lord's people."

**iii Colossians 1:9** "For this reason, since the day we heard about you, we have not stopped praying for you. We continually ask God to fill you with the knowledge of his will through all the wisdom and understanding that the Spirit gives..."

**b. Token Incentive Program.** In concert with the Vice Principal and faculty of the K-4 through 6<sup>th</sup> Grade classes, the PTF may operate an Token incentive programs as an adjunct program to encourage good behavior and scholarship. By providing tokens to the teachers who can award/track tokens awarded through the course of the month to their students. The application of this program should be introduced at the beginning of the Fall teacher in-service and periodically throughout the year.

**i** The last Thursday of the month, at times coordinated with the teachers, members of the committee and/or volunteers will visit the classrooms with a gift cart that students are able to exchange their tokens for an item so marked on the cart.

**ii** Students need not bank tokens over several months as no item should exceed 6 tokens in exchange value.

**iii** While the nature of how a student may earn a token may be defined here, it may be more appropriate for the committee to recommend only and allow the teachers to determine the incentive based on the skill or behavior attribute they are seeking to encourage for their own class.

**c. Class Volunteer.** The Volunteer Coordinator shall be responsible for coordinating volunteers for specific school activities.

**d. Nominating Committee:** As vacancies arise or terms expire at the end of the school year, the President will appoint four non-Board members (one teacher is recommended) to be canvas and nominate persons to be voted on by the membership at the next scheduled meeting.

**Section 3. Additional Committees.** The Executive Board may appoint additional committees as needed with prior concurrence of the OCA Board of Directors.

### **Article X - Finances**

**Section 1. Fiscal Year.** The fiscal year of the PTF begins July 1 and ends June 30 of the following year

**Section 2, Fund Raising.** Fund raising should be limited to those activities necessary to support the PTF operations, direct functions, and committees. The school already operates several annual fund-raising events, those associated with athletics, and high school class specific functions. PTF fund-raising should not infringe on those efforts.

- a. At the request of the school, PTF may readily participate in school sponsored fund-raising activities with all revenues going to the intended cause, fund, or project (i.e. building projects, information technology, sporting equipment, and general operating funds, etc.).

**Section 3. Banking.** All funds raised shall be kept in a PTF designated fund of the Orangeburg Christian Academy, Inc, a non-profit 501-C-3's insured checking account. No funds of the PTF shall be held in a separate account or other financial institution. The PTF shall have a designated Treasurer who is responsible to ensure funds raised or donated are delivered to the OCA Business Manager and credited to the PTF Fund.

**Section 4. Reporting.** The treasurer shall keep accurate records of fund balance to include income/deposits, disbursements, and bank account information. The Treasurer must maintain a running balance of the fund's assets, maintain deposits that differentiates raised funds and donations/donor list and expenditures (to include name/address/check number issued by the Business Manager).

- a. All financial activity shall be recorded in a computer based account system (MS Excel, Access, or Quicken). The Treasurer shall reconcile the accounts monthly and report all financial activity at each PTF meeting. The PTF shall arrange an internal review of its financial records within 90 days of the last day of school.

**Section 4. Budget.** A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present at the first scheduled PTF meeting.

**Section 5. Ending Balance.** The organization shall leave no more than \$5000 in its fund at the end of the each fiscal year. The PTF should designate another school operational or project fund to support and request the Business Manager transfer its excess operating funds by the end of the fiscal year.

### **Section 6. Handling Expenses**

**a. General Reimbursements.** Funds expended within approved budgeted amounts and paid for personally by a member may be reimbursed by the PTF Treasurer via the Business Manager with proper receipt documentation. The use of a “Petty Cash” holding is not authorized. This service is available through the OCA Business Manager with proper receipt documentation.

**a. Cash Advances.** Cash amounts of no more than \$50, per recipient per occurrence, may be provided in advance by the school Business Manager. Reconciliation will be done by the school and PTF treasurer when the receipt is returned.

**b. Credit/Debit Card Purchases.** The PTF does not have a credit card or debit card. Credit/debit card purchases can be made by the Vice Principal for approved PTF obligations or teacher support and submitted to the PTF treasurer for accounting. In these instances, the Business Manager will transfer the expenditure out of the PTF Fund and into the OCA General Fund.

### **Section 7. Expenditure Authority**

**a. Payments.** Upon approval of the annual budget by the general membership, the Executive Board is authorized to request recurring expenditures in accordance with the budget without further approval from the general membership.

**b. Unbudgeted Expenditures.** The PTF Executive Board shall be empowered to approve unbudgeted expenditures of no more than \$250.00. Unbudgeted expenditures in excess of \$250.00 shall require general PTF membership approval, with a simple majority vote.

### **Article XI - Parliamentary Authority**

In both the PTF and the Executive Board meetings, all questions of order shall be decided in accordance with Robert’s Rules of Order, as Revised, unless such rules are contrary to the PTF’s Constitution or these Bylaws.

**a.** PTF a meeting quorum is constituted by all members present at the time of the scheduled meeting.

**b.** Executive Board requires a simple majority of board members present at the meeting.

**Article XII – Standing Rules**

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

**Article XIII – Dissolution**

The PTF organization may be dissolved with previous notice of 30 calendar days and a two-thirds vote of those present at the meeting and concurrence of the OCA Board of Directors. The PTF may also be suspended and/or dissolved should the OCA Board of Directors deem it it has become dysfunctional or disruptive to the fundamental operation of the learning environment. In the event of dissolution, any funds remaining shall be donated to Orangeburg Christian Academy, Inc.

**Article XIV - Amendments**

**Section 1.** Recommended changes to the Bylaws require a two-thirds of the vote of the members present at any duly called general or special PTF meeting. Final approval of Bylaw changes recommendation require a simple majority vote of the OCA Board of Directors.

**Section 2.** The standing rules may be amended by a two-thirds vote of the PTF members present at any duly called meeting.

**Article XV - Conflict of Interest Policy**

Members of the Executive Board shall not transact any business with the PTF unless such transaction is deemed vital to the operations of the PTF or OCA and is approved by all other members of the Executive Board at a regularly scheduled or special meeting. Any such approved transactions shall be reported to the membership at the next regularly scheduled general meeting. No member of the Executive Board shall receive any compensation or benefit for their service on the Board. Violation of this policy shall constitute grounds for removal of an officer from the Executive Board.

Any expenditures of PTF funds that benefits any general member of the PTF must be approved by a unanimous vote of the Executive Board. Any such approved transactions shall be reported to the membership at the next regularly scheduled general meeting.

Submitted and approved by the OCA Board of Directors on November 11, 2022.

Jeffrey P. Cila  
Chairman, Board of Directors