

Parent Teacher Fellowship By-Laws

Preamble:

There shall be an organization established, amenable to the School Board of Directors, which provides a structure for parents and staff to work together to build the morale of the School through fellowship, communication, and mutual encouragement.

Article I. Preamble

The Parent Teacher Fellowship of the Nittany Christian School is provided for by Article V Section 9 of the By-Laws of the Nittany Christian School.

Article II. Name

The name of this organization shall be the Parent Teacher Fellowship (PTF) of the Nittany Christian School. Every parent of a Nittany Christian School student will be considered a member of the PTF.

Article III. Purpose

To provide a structure in which parents and staff can work together to: achieve the purposes of the School; build the morale of the School, students, staff, and the Board of Directors; fellowship together; communicate with and encourage one another.

Article IV. Objectives

To acquaint parents with the Nittany Christian School and Christian Education in general. To provide an opportunity for the parents to serve in the ministry of the School through leadership, participation, prayer, and encouragement of one another. To provide our children with a wide variety of opportunities and activities that are Christ-centered and enhance their Christian Education. To provide instruction and guidance in helping parents to fulfill parental responsibility to create Christ-centered homes. To raise funds to provide our School with non-budgeted necessities.

Article VI. (Part I) Officers

The PTF shall be governed by an executive committee of elected officers. This executive committee consists of the following officers: 1) President, 2) Vice President, 3) Secretary, 4) Treasurer, and 5) Hospitality Committee Coordinator.

Requirements and responsibilities of the officers:

1. Must be a born again Christian, agree with the school's Statement of Faith, and be of good moral character.
2. Must be responsible for keeping matters confidential.
3. Must attend a minimum of 3 monthly meetings within the past 12 months to be nominated to any position. Requests for exemptions to this requirement must be submitted in writing to the PTF President and approved by the current PTF executive committee.

4. All officers of the PTF executive committee are expected to attend all PTF monthly meetings, as well as fundraising events and activities. If an officer is unable to attend any PTF function, he/she must notify the PTF President one week prior to the scheduled function or meeting, except for providential hindrances, and arrange for his/her own replacement.
5. All officers of the PTF executive committee are expected to review and agree to perform all responsibilities outlined for that specific office prior to nomination.
6. All officers of the PTF executive committee must complete an application form upon being nominated for any position. The application forms will be received for acceptance by the current PTF executive committee and the Principal. The PTF executive committee will approve the nominees based on the application and recommend their choice to the general membership for an election.

Note: The following abbreviations will be used throughout the remainder of this document. PTF executive committee = PTF EC; School Board of Directors = SBD; Committee Coordinator = CC; and Committee Members = CM.

Individual responsibilities of each officer:

PRESIDENT

1. Is responsible to the SBD for the operation of the PTF. Will report to an assigned member of the SBD on a monthly basis. May attend school board meeting as a non-voting member and present any pertinent PTF information.
2. Presides at all PTF meetings. If unable to attend, must notify the PTF Vice President one week prior to the meeting except for providential hindrances and arrange for the PTF Vice President to preside at the meeting as his/her replacement.
3. Prepares and provides all PTF EC members and CC with a meeting agenda prior to each meeting.
4. Appoints CC subject to the approval of the PTF EC.
5. Organizes the schedule for all PTF meetings and functions.
6. Conducts elections according to Article VII.
7. Oversees and is responsible for the function of all PTF officers, CC and CM.
8. Is a voting member of the PTF EC.
9. May submit any PTF correspondence for parents to the PTF secretary for typing.
10. Submits all PTF correspondence for parents to the Principal for approval and distributes approved correspondence to the students.
11. Coordinates and discusses all PTF activity with the Principal, seeking Principal approval when necessary.
12. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF President.

VICE PRESIDENT

1. Is responsible to and reports directly to the PTF President.
2. Is a voting member of the PTF EC.

3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF President one week prior to the meeting except for providential hindrances and arrange for his/her own replacement.
4. Assumes all duties and responsibilities so named under the PTF President when the PTF President is absent or the position is vacant.
5. Assists the PTF President in overseeing all PTF CC and CM as assigned by the PTF President and reports such to the PTF President.
6. Assists in implementing the program content for all PTF functions and meetings.
7. Assists the PTF President in preparing meeting agendas.
8. May submit any PTF correspondence for parents to the PTF secretary for typing.
9. Submits all PTF correspondence for parents to the PTF President and Principal for approval and distributes approved correspondence to the students.
10. Oversees all aspects of PTF fundraising and their CC.
11. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Vice President.
12. Performs any other duties assigned by the PTF President.

SECRETARY

1. Is responsible to and reports directly to the PTF President.
2. Is a voting member of the PTF EC.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF President one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Records and types the PTF meeting minutes.
5. Keeps a record of attendance at all PTF meetings.
6. Types PTF correspondence as requested, such as Nittany Notes announcements, PTF newsletters, activity sign-ups and parent letters, etc.
7. Submits all PTF correspondence for parents to the PTF President and Principal for approval and distributes approved correspondence to the students.
8. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Secretary.
9. Performs any other duties assigned by the PTF President.

TREASURER

1. Is responsible to and reports directly to the PTF President.
2. Is a voting member of the PTF EC.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF President one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Conducts all PTF financial transactions through the use of purchase orders, petty cash, and PTF deposit forms.
5. Receives a monthly copy from the school bookkeeper of the PTF ledger.
6. Reconciles the petty cash to the designated amount at least once per month. Responsible for the petty cash ledger.
7. Provides the PTF President with a financial report showing all receipts and expenditures one week prior to each PTF monthly meeting.

8. Provides a verbal or written financial report to the general membership at all PTF meetings.
9. Checks with the school secretary at least once per week to obtain any incoming money. Responsible for money collected for fundraisers, activities, or love offerings. Fills out the deposit form and gives the money to the school bookkeeper to be deposited. Incoming money should remain at the school.
10. Responsible for making timely payments to vendors for services rendered within 30 days.
11. Responsible for reimbursing a PTF CM through a purchase order or petty cash.
12. Prepares and submits a projected budget to the SBD each year in October and a yearly financial report to the SBD each year in June.
13. May submit any PTF correspondence for parents to the PTF secretary for typing.
14. Submits all PTF correspondence for parents to the PTF President and Principal for approval and distributes approved correspondence to the students.
15. Follows all guidelines as stated in the PTF by-laws, Article IX Finances.
16. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Treasurer.
17. Performs any other duties assigned by the PTF President.

HOSPITALITY COMMITTEE COORDINATOR

1. Is responsible to and reports directly to the PTF President.
2. Is a voting member of the PTF EC.
3. Attends all PTF meetings and functions. If unable to attend, must notify the PTF President one week prior to the meeting, except for providential hindrances, and arrange for his/her own replacement.
4. Represents all PTF CC and CM on the PTF EC by sharing their needs and concerns.
5. May submit any PTF correspondence for parents to the PTF secretary for typing.
6. Submits all PTF correspondence for parents to the PTF President and Principal for approval and distributes approved correspondence to the students.
7. Performs specific duties so named in Article VI (Part II) CC under Hospitality CC.
8. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Hospitality CC.
9. Performs any other duties assigned by the PTF President.

Article VI. (Part II) Committee Coordinators (Subject to additions based on need)

HOSPITALITY COMMITTEE COORDINATOR

1. Administers and oversees all hospitality CM.
2. Recruits homeroom mothers for each classroom. Informs them of their responsibilities and oversees and keeps them informed of necessary duties.
3. Coordinates the efforts of homeroom mothers with each classroom teacher in providing refreshments for classroom functions, drivers for field trips, etc.
4. Assigns a CM to arrange baby-sitting for School functions.

5. Assigns and oversees CM in providing refreshments for School PTF functions when required.
6. Oversees PTF card and gift giving in accordance with the school's gift giving policy.
7. Assigns and oversees a CM to supply and operate sundae rewards for students once each marking period.
8. Assigns a CM to send thank you cards to anyone donating items for any PTF function.
9. Assigns a CM to purchase PTF funded gifts for NCS staff for the purposes outlined in the PTF gift giving policy.
10. Recruits, coordinates, and assigns duties to CM and parent volunteers for any PTF function requested by the PTF President.

PRAYER COORDINATOR

1. Is responsible to and reports directly to the PTF President.
2. Attends all PTF meetings and reports on the prayer activity of the School. If unable to attend, must notify the PTF President one week prior to the meeting, except for providential hindrances, and must provide the PTF President with a verbal or written report prior to the meeting.
3. Promotes and organizes prayer among the PTF membership.
4. Oversees the function and proper operation of all prayer groups and the prayer chain, assuring that these meet the needs of our School families.
5. Leads the prayer time at each PTF monthly meeting.
6. Keeps the PTF President abreast of any prayer concerns.
7. May submit any PTF correspondence for parents to the PTF Secretary for typing.
8. Submits all PTF correspondence for parents to the PTF President and Principal for approval and distributes approved correspondence to the students.
9. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Prayer Coordinator.
10. Performs any other duties assigned by the PTF President.

PUBLICITY COORDINATOR

1. Is responsible to and reports directly to the PTF President.
2. Attends PTF meetings, when necessary, and provides the membership with a report upon the request of the PTF President.
3. Develops materials necessary to publicize PTF functions within the School.
4. Promotes and advertises PTF functions within the School.
5. Writes articles about upcoming PTF activities and submits them to the PTF Secretary to be included in the PTF newsletter.
6. Develops, tallies, and report to the necessary CC or PTF EC member the result of sign-ups for all PTF activities.
7. May submit any PTF correspondence for parents to the PTF Secretary for typing.
8. Submits all PTF correspondence for parents to the PTF President and Principal for approval and distributes approved correspondence to the students.
9. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Publicity Coordinator.

10. Performs any other duties assigned by the PTF President.

HOT LUNCH COORDINATOR

1. Is responsible to and reports directly to the PTF President.
2. Attends PTF meetings, when necessary, and provides the membership with a report upon the request of the PTF President.
3. Organizes and recruits the necessary volunteers to provide students with a hot lunch once a week.
4. Assigns duties to those who will prepare and serve food.
5. May submit any PTF correspondence for parents to the PTF Secretary for typing.
6. Submits all PTF correspondence for parents to the PTF President and Principal for approval and distributes approved correspondence to the students.
7. Provides the PTF President with a hot lunch menu two months in advance.
8. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Hot Lunch Coordinator.
9. Performs any other duties assigned by the PTF President.

FUNDRAISING COMMITTEE COORDINATOR

1. Is responsible to and reports directly to the PTF President.
2. Attends PTF meetings, when necessary, and provides the membership with a report upon the request of the PTF President.
3. Submits fundraising details to the PTF President for approval by the PTF EC and the SBD for all new fund-raisers.
4. Coordinates all aspects of the fundraiser with the vendor.
5. Recruits, oversees and assigns duties to fundraising CM.
6. Develops and distributes a schedule and correspondence to CM.
7. Keeps the PTF Treasurer and Vice President abreast of all aspects of the fundraiser and works with the PTF Treasurer in collection of fundraising money.
8. May submit any PTF correspondence for parents to the PTF Secretary for typing.
9. Submits all PTF correspondence for parents to the PTF President and Principal for approval and distributes approved correspondence to the students.
10. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Fundraising Committee Coordinator.
11. Performs any other duties assigned by the PTF President.

ACTIVITY COMMITTEE COORDINATOR (one per activity)

1. Is responsible to and reports directly to the PTF President.
2. Attends PTF meetings, when necessary, and provides the membership with a report upon the request of the PTF President.
3. Plans, schedules, organizes, oversees, recruits, and assigns duties to all CM for all aspects of the activity.
4. Schedules and attends all planning meetings for the activity.
5. Coordinates all aspects of the activity with the Principal.
6. Notifies the Publicity Coordinator of any necessary publicity or sign ups.
7. Coordinates any money collection with the PTF Treasurer.

8. Submits a budget to the PTF President for PTF EC approval of funding when necessary.
9. May submit any PTF correspondence for parents to the PTF Secretary for typing.
10. Submits all PTF correspondence for parents to the PTF President and Principal for approval and distributes approved correspondence to the students.
11. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Activity Committee Coordinator.
12. Performs any other duties assigned by the PTF President.

Article VI. (Part III) Committee Members and Miscellaneous Positions
COMMITTEE MEMBERS

1. Performs duties as assigned by the CC and reports directly to the CC.
2. Attends all committee planning meetings. If unable to attend, must notify the CC one week prior to the meeting, except for providential hindrances.
3. May submit any PTF correspondence for parents to the PTF Secretary for typing.
4. Submits all PTF correspondence for parents to the PTF President and Principal for approval and distributes approved correspondence to the students.
5. Attends PTF meetings, when necessary, and provides the membership with a report upon the request of the PTF President.

TEACHER LIASON

1. One teacher representative is assigned to attend each PTF monthly meeting. This can be done on a rotating basis under the direction of the Principal. If the teacher representative is unable to attend the meeting, he/she should notify the PTF President prior to the meeting if possible.
2. Represents the NCS teaching staff and is responsible for keeping them informed of all PTF functions and activities.
3. Shares teachers' needs and concerns with PTF members.
4. Reports content of PTF meeting back to the faculty.

HOT LUNCH TREASURER

1. Is responsible to and reports to the PTF President.
2. Works with the Hot Lunch CC in setting the necessary fees for hot lunches.
3. Collects and reports hot lunch receipts to the PTF Treasurer.
4. Provides those giving food donations with a charitable contribution receipt at his/her request.
5. Provides the PTF Treasurer with receipts from those requesting reimbursement.
6. May submit any PTF correspondence for parents to the PTF Secretary for typing.
7. Submits all PTF correspondence for parents to the PTF President and Principal for approval and distributes approved correspondence to the students.
8. Shall keep an ongoing file of accurate details pertaining to all aspects of this position and pass the file on to the next PTF Hot Lunch Treasurer
9. Performs any other duties assigned by the PTF President.

Article VII. Elections

PTF EC Members will be elected by popular vote of the general membership at a PTF meeting in April of each school year.

Nominations can be made by the general membership either verbally from the floor at a PTF meeting or in writing by any PTF member unable to attend the meeting.

Nominations for yearly elections will be opened by the PTF President at the February PTF meeting. Self nominations will be accepted. All nominations, whether verbal or written, must have the nominee's acceptance before appearing on the written election ballot.

All nominees must complete a nominee form and be approved by the current PTF EC, in conjunction with the SBD, prior to appearing on the written election ballot. All nominees must meet the requirements and agree to the responsibilities so stated in the PTF By-Laws Article VI (Part I) Officers. All nominations must be submitted to the PTF EC by the close of the March PTF meeting. Nominations will then be closed and no new nominations will be accepted.

A written ballot containing the approved nominees for each position will be distributed to all PTF members by the PTF EC at the April PTF meeting. Members not in attendance will be sent a ballot. Members choosing to vote must return the ballot to the School within 7 days of receipt. The ballot will be used to elect the members of the PTF EC and the winner will be determined by a simple majority. Newly elected officers will begin serving in their positions at the May PTF meeting.

A written ballot election must take place for any unfilled PTF EC position. The above procedures will also be followed for elections other than the April election to fill vacant positions. Nominations for vacant positions will be opened at a PTF meeting by the PTF President and will remain open for 7 days. The PTF EC will then close the nominations and no new nomination will be accepted. After nominee forms have been approved, a written ballot will then be distributed to all PTF members. Members choosing to vote must return the ballot to the School within 7 days of receipt. The winner will be determined by a simple majority and announced to all PTF members. Newly elected officers will begin serving their term at the next PTF monthly meeting and serve through April of the current school year.

Resignation from any executive committee position must be made in writing to the current PTF EC. Each PTF EC member's term will run from May through April of the current school year.

Article VIII. Meetings

A quorum of 2 EC members and 4 general members is required to hold a monthly meeting. A quorum of 3 EC members is required to hold an EC meeting.

Special meetings may be requested by the PTF President, the SBD, or at least 2/3 of the general membership. Special meetings must be approved by the PTF EC before being held. All PTF meetings must be called by the PTF President.

Article IX. Finances

The PTF will be self funded through fundraising projects. PTF fundraising projects must be coordinated through the Development Committee of the SBD and approved by the SBD. Once a fundraiser has been approved, it can be repeated yearly without re-approval by the SBD, but it must be reported by the PTF EC as an informational item to the SBD by way of a financial report generated and submitted by the PTF Treasurer.

At least once a year, the general membership of the PTF will be provided with a list of non-budgeted school needs and be given the opportunity to give recommendations for expenditures to the PTF EC.

Expenditures made by the PTF must be approved by the PTF EC. A minimum of 3 EC members must be in agreement for approval to be made for an expenditure. General operating expenses of \$50 or less per month may be reimbursed by the PTF Treasurer without PTF EC approval. A report of such expenditures must be made at each PTF monthly meeting.

PTF monies will be held in an account with the State College C&MA Church.

A petty cash box, with a designated amount, will be kept in a secured place in the school office. A ledger will be kept, with the box, of all transactions made from the petty cash. At least once a month the petty cash will be reconciled to the designated amount by the PTF Treasurer. The PTF President and PTF Treasurer will have access to the petty cash box.

Anyone requesting reimbursement must submit an itemized receipt to the PTF Treasurer within 60 days of purchase to receive reimbursement. Reimbursements will be made as follows:

1. A purchase order will be written by the PTF Treasurer for amounts over \$75 and for payments to outside businesses. Itemized receipts for the purchases will be attached to the purchase orders. The PTF Treasurer or the PTF President plus the Principal must sign the purchase order. Purchase orders will be given to the Church Secretary who will write the check.
2. Amounts under \$75 can be paid through petty cash. The petty cash transaction form must be filled out by the PTF Treasurer or the PTF President and the itemized receipts attached to the back of the form. The petty cash transaction form requires two signatures of individuals counting the money. Reimbursements from petty cash must not be sent home with students.

All incoming money should be kept locked at the school. The PTF deposit form must be filled out before money can be deposited. This form requires that two individuals count the incoming money. Incoming money should not remain in the school longer than 7 days. Actual deposits will be made by the school bookkeeper.

The school bookkeeper will keep the PTF ledger. The bookkeeper will rectify the PTF ledger account with the church ledger. The bookkeeper will provide copies of the PTF ledger to the PTF Treasurer on a monthly basis. The bookkeeper will make all deposits.

The PTF Treasurer will prepare an annual report at the end of the school calendar year showing all PTF income and disbursements for that school year and submit the report to the PTF President, Principal, and SBD.

The PTF Treasurer must follow all guidelines as stated under the PTF By-Laws, Article VI (Part I) Officer/Treasurer.