

# PARENT TEACHER PRAYER FELLOWSHIP (PTPF) BY-LAWS

The PTPF at OCS was organized to improve the relationship between OCS families and the school and to enhance the “fellowship between parents and teachers” at OCS.

Parent Teacher Prayer Fellowship By-Laws were 06/2020

## **Article I—Name**

### *Section 1*

The name of the association will be Parent Teacher Prayer Fellowship (PTPF), an association of Oroville Christian School.

## **Article II—Objectives**

### *Section 1*

To promote the spiritual, physical, and academic welfare of the students in the home, school, church, and community, with an emphasis on prayer.

### *Section 2*

To develop a closer relationship between the home and the school, so that teachers and parents may cooperate effectively in the Christian training of the children.

## **Article III—Policies**

### *Section 1*

The purpose of the fellowship is to prayerfully provide spiritual, inspirational, educational, and financial support for the administration, teachers, staff, parents, and students. That purpose should be reflected in all their activities.

### *Section 2*

This association will be non-commercial, interdenominational, and nonpartisan. No commercial enterprise and no candidate will be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities will be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization.

### *Section 3*

This association will not seek to direct the administrative activities of the school or to control its policies.

### *Section 4*

This association will only hear grievances from parents, students and teachers in regards to and limited to PTPF activities. Any other grievances will be directed to the OCS Administration.

## **Article IV—Membership**

- Regular membership. All parents/guardians having children in the school are automatically members. Teachers in the school are automatically considered members.
- Dues in the amount of \$25 per family will be collected each school year.
- Each family is entitled to one (1) vote at any regular meeting.

## **Article V- PTPF Board Officer Requirements**

Requirements for those wishing to serve as a P.T.P.F. President and Vice President.

- A. Must agree and adhere to the Evangelical Free Church doctrinal statement – see board policy pages 1 & 2.
- B. Must have the pastoral reference form filled out and returned.
  - a. Must be a born-again follower of Christ.

- b. Must attend a local church on a regular basis.

Requirements for those wishing to serve as a P.T.P.F Secretary, Treasure or Member at Large.

- A. Must agree and adhere to the Evangelical Free Church doctrinal statement – see board policy pages 1 & 2.

## **Article V—Officers and Elections**

### *Section 1*

- In a school-wide vote P.T.P.F members will elect their Officers for the following school year.
- The elected officers of the Board will be the President, Vice President, Secretary, Treasurer and up to three members at large.
- The P.T.P.F Board (President, Vice President, Secretary, Treasure, Teacher Liaison, and up to three members at large) is responsible for approving and determining their willingness and suitability to serve. Nominees, with their pastoral reference forms, will be presented by April 15<sup>th</sup>, for review. This deadline can be extended in the event there is a lack of candidates.
  - a) Officers will be elected biennially by a majority vote of those present at the May P.T.P.F. meeting, and will take office on July
  - b) Each term is for a two (2) year period.
  - c) No officer will be eligible for the same office for more than two (2) consecutive terms.
  - d) An appointee by the P.T.P.F. Board, which meets all of the requirements of an Officer (appropriate to the office they are appointed to serve), may fill an Officers vacancy with the approval of the school administrator.

## **Article VI—Duties of Officers**

### *Section 1*

The President will preside over all regular P.T.P.F. meetings and all monthly meetings of the P.T.P.F. Board and will perform all other duties pertaining to the office. The President will be an ex-officio member of all Standing Committees. Other duties of the President will be the following:

- Coordinate officers and committee Chairpersons, keeping them accountable for their work.
- Keeping the OCS Administrator informed of P.T.P.F. decisions and activities.
- Encouraging a cooperative, prayerful team spirit.
- Organizing P.T.P.F. meetings.
- Keeping the P.T.P.F. team submissive to the constitution guidelines; seeking the cooperation and counsel of the OCS Administration.

### *Section 2*

The Vice-President will assist the President in all duties as stated in Section 1 and preside at all meetings in the absence of the President.

### *Section 3*

The Secretary will keep a record of all decisions at P.T.P.F. Board meetings and the regular meetings and will perform such other duties as may be delegated by the President. A copy of each meetings minutes shall be given to the OCS Administrator.

## **Article VII—Teacher Role**

All teachers and staff are considered members of the P.T.P.F. They are encouraged to participate in the planning, budgeting, and executing of P.T.P.F. events through regular meeting attendance. The OCS Administrator will appoint a teacher liaison to serve on the P.T.P.F. Board, at the beginning of each school year.

## **Article VIII—Committees**

### *Section 1*

The P.T.P.F. Board may have involvement in, and/or organization of, the following committees:

- Prayer & Devotional
- School Promotion
- Activities
- Fundraising
- Alumni Involvement

## **Article VIII—PTPF Meetings**

### *Section 1*

A regular meeting of the P.T.P.F. membership will be held monthly during the school year. The meeting details will be published in the weekly Eagle Newsletter. Any changes to the regular meeting should be made public at least two weeks prior. The President may call other meetings as necessary. Section 2

### *Section 2*

Simple majority will determine membership vote on Board decisions

## **Article IX—Budget**

### *Section 1*

Guided by O.C.S. Policies and Procedures, the P.T.P.F. Board will direct the distribution of any donated monies raised by fundraisers or other projects.

P.T.P.F. Board duties will be to approve and direct expenditures of the membership budget. All expenditures beyond the budget must be approved by a membership vote. O.C.S. fundraising Policies and Procedures supersede funds acquired by these means.

### *Section 2*

An annual budget will be presented to the O.C.S. Board for approval at the September school board meeting. An annual accounting of P.T.P.F. funds will be kept by the Board Treasurer.

## **Article XII - Amendments**

Amendments to this policy may be made only after a two thirds vote of the members present at a P.T.P.F. membership meeting. Notice of proposed amendments must be given to all members at least one month prior to the vote. Proposed amendments must be approved by the O.C.S. Board prior to being submitted for membership vote.

