

THE KING'S ACADEMY PARENT TEACHER FELLOWSHIP
BY-LAWS

Adopted October 21, 1997
Amended December 1, 1997
Amended April 16, 2007

ARTICLE I
NAME

The name of this organization shall be "THE KING'S ACADEMY PARENT TEACHER FELLOWSHIP", hereinafter referred to as PTF. It shall serve as a parent-teacher unit by authority of The King's Academy Board of Governors.

ARTICLE II
ARTICLES OF ORGANIZATION

The organization shall be structured as an unincorporated association of its members. The "Articles of Organization" are comprised of these by-laws, as amended from time to time by the Board of Governors and they shall govern the activities of PTF.

ARTICLE III
OBJECTIVES

Section 1:

The objectives of this organization shall be:

1. To promote the Christian growth of children and youth in our homes, school, church and community.
2. To promote the cause of Christian education and the cause of The King's Academy in the community.
3. To encourage prayer support for the school.
4. To support and promote the education of children at The King's Academy.
5. To promote communications between parents, teachers and the school.
6. To raise funds to support the activities of The King's Academy.

Section 2:

The objectives of this organization are promoted in cooperation with The King's Academy Board of Governors through workshops, conferences, committees and programs; and they are governed and qualified by the basic policies set forth in ARTICLE IV.

Section 3:

Only those goals and objectives approved by The King's Academy Board of Governors shall be promoted by PTF among its membership and in the community, whether by program, financial support, or by publicity.

ARTICLE IV
BASIC POLICIES

Section 1:

The organization shall be non-commercial, non-sectarian, and non-partisan.

Section 2:

The name of the organization or the names of any members in their official capacities shall not be used in any connection with any commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the organization.

Section 3:

The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school and it shall not seek to control its policies.

ARTICLE V
MEMBERSHIP

Section 1:

Any parent and/or guardian whose child is enrolled at The King's Academy and who subscribe to the objectives and basic policies of this organization, and all faculty members, administrators and Board of Governors of the school may be members.

Section 2:

Only members in good standing may be eligible to participate in PTF business meetings, or to serve in any of its elective or appointive positions.

Section 3:

Membership dues shall be at such rates as may be from time to time prescribed by the Executive Board and approved by The King's Academy Board of Governors. All dues are payable annually and are non-refundable.

Section 4:

The term of membership shall be from the first day of school through the last day of school inclusive.

Section 5:

Each TKA family shall be entitled to cast one vote for each issue requiring action by PTF membership.

ARTICLE VI
OFFICERS AND QUALIFICATIONS

Section 1:

The officers of this organization shall be as follows:

1. President
2. Vice President
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer

All officers shall sign and agree to The King's Academy Statement of Faith and subscribe to the principle and tenants of The King's Academy as outlined in I Timothy chapter 3.

Section 2:

Officers shall assume their official duties at the May Executive Board meeting and they shall serve for a term of one year, and/or until their successors are elected. Officers may serve consecutive terms, however may serve no more than two consecutive terms in the same office.

Section 3:

The duties of the officers shall be:

1. President
 - a. Preside at all meetings of PTF and the Executive Board. All meetings shall be opened in prayer by the President.
 - b. Perform such other duties as prescribed in these by-laws or by the Executive Board.
 - c. Turn over all records and reports of the Executive Board to the incoming President.
 - d. Serve as an ex-officio member of all committees.
 - e. Appoint chairmen of all standing and special committees, in consultation with the Executive Board and the Director of Development.
2. Vice President
 - a. Assist the President, preside in the President's absence and perform the duties of the President in the absence or inability of that Officer to serve.
 - b. Support the President and Executive Board with special projects and long range planning and ad hoc committees, as assigned.
3. Recording Secretary
 - a. Record the minutes of all meetings of PTF and of the Executive Board and perform such other duties as may be delegated.
 - b. Read the minutes of any previous meeting when called upon to do so.
 - c. Have on hand for reference at each meeting of the Executive Board a copy of the by-laws and a roster of all members of each standing committee and any other special committees that may have been appointed.

- d. Notify officers, committee members and delegates of their election.
 - e. Notify members of the Executive Board of regular or special meetings.
 - f. Send to The King's Academy Development Office a list of the newly elected officers and members of standing committees. Said list to contain the names, addresses, telephone numbers, email addresses, and office held.
 - g. Send copies of all Executive Board minutes, general PTF meeting minutes and any standing and/or special committee minutes to the Development Office.
- 4 Corresponding Secretary
- a. Responsible for internal as well as external communication of PTF
 - b. Assist with correspondence of PTF, the Executive Board, Communications committee, standing committees, and special committees.
- 5 Treasurer
- a. Receive all money of PTF.
 - b. Transmit all monies of PTF for deposit into the account of The King's Academy.
 - c. Keep an accurate record of all transactions as performed by the bookkeeping office of The King's Academy.
 - d. Request disbursement of PTF monies from the bookkeeping office of The King's Academy, with the approval of the PTF President.
 - e. Prepare a report in writing for each Executive Board meeting and each business meeting of PTF.
 - f. Submit a full written financial report at the May Executive Board meeting.

ARTICLE VII ELECTIONS

Section 1:

A nominating committee consisting of four (4) members shall be made up of the following:

- 1. The Director of Development
- 2. Two (2) members of the Executive Board
- 3. President

Section 2:

The nominating committee shall select one nominee for each office to be filled. After the proposed slate of officers has been reviewed in consultation with The King's Academy administration and the Board of Governors, the report of the Nominating Committee shall then be mailed or transmitted by electronic media to each member of PTF either by School publication or by special mailing not less than ten (10) days prior to election.

Section 3:

Following the report of the Nominating Committee, an opportunity shall be provided for nominations by mail; providing the consent of the nominee has been previously obtained; and providing the name of the intended nominee has been submitted to the Nominating Committee at least ten (10) days prior to the election.

Section 4:

A majority of the vote of the membership voting shall be required to elect any officer. Election shall be by ballot except in cases where there is but one nominee for any office. It shall then be in order to elect that officer by majority consent of the Executive Board.

ARTICLE VIII
MEETINGS

Section 1:

Special meetings may be called by either the President or the Executive Board by giving seven (7) days written or electronic notice.

Section 2:

A quorum for general PTF meetings shall consist of fifteen (15) members or one-fifth (1/5) of the membership, whichever is less.

Section 3:

General PTF meetings shall be a minimum of two (2) per school year and Executive Board meetings shall be a minimum of six (6) per school year.

ARTICLE IX
EXECUTIVE BOARD

Section 1:

The Executive Board shall consist of the following:

1. All officers.
2. An administrator.
3. An elementary teacher.
4. A secondary teacher.
5. Standing and Special Committee chairmen.

Section 2:

The duties of the Executive Board are:

1. To transact necessary business in the intervals between PTF meetings and such other business as may be referred to it by PTF.
2. To approve plans and actions of the standing committees.
3. To present a report at the regular PTF meetings.

4. To fill vacancies in any elected office.

Section 3:

Any officer or committee member may be expelled by a two-thirds (2/3) vote of the Executive Board at a regularly scheduled meeting thereof, for conduct detrimental to the objectives of PTF; providing reasonable notice and opportunity for a hearing are afforded the person against which the complaint has been filed.

Section 4:

A quorum for Executive Board meetings shall consist of a majority.

Section 5:

Regular meetings of the Executive Board shall be held at a time to be fixed by the President no later than its first meeting of the year. Special meetings may be called by the President or by a majority of the members of the Board.

Section 6:

A joint meeting of the old and new Executive Boards shall be held in the Spring for the purpose of evaluation and for the orderly transfer of reports and records. All officers and committee chairs shall submit year-end reports at this time.

Section 7:

The first meeting of the new Executive Board shall be held in May for the purpose of orientation and planning for the upcoming school year.

ARTICLE X
STANDING AND SPECIAL COMMITTEES

Section 1:

Standing Committees shall be created by the Executive Board as may be deemed necessary to promote the objectives of PTF.

Section 2:

The Chair of each Standing Committee shall present goals, objectives, and a proposed budget to the Executive Board for its approval.

Section 3:

Special committees shall have an "ad hoc" status; and once having completed their specific purpose, the committee shall submit a final report, after which it shall cease to exist.

Section 4:

The School President, Director of Development, Director of Academics, and Principals shall be ex-officio members of all special and standing Committees, not including the Nominating Committee.

ARTICLE XI
RELATIONSHIP WITH THE SCHOOL ADMINISTRATION AND BOARD OF
GOVERNORS

Section 1:

PTF is organized under the auspices of The King's Academy Board of Governors. The King's Academy Board of Governors may at any time dissolve and disband The King's Academy Parent Teacher Fellowship.

Section 2:

PTF shall keep such permanent books and minutes of all Executive Board and General PTF meetings. Such minutes shall be distributed to the Board of Governors through the Director of Development.

Section 3:

All Standing and Special Committees shall work in conjunction with specific administrative personnel and/or their designates as appropriate to each committee's purpose.