

Amended and Restated effective 30 July 2008



BY-LAWS

OF

CHRISTIAN ACADEMY OF SAN ANTONIO (C.A.S.A.)

PARENT TEACHER FELLOWSHIP (P.T.F.)

ARTICLE I

Section 1. **The Name**

The name of the organization shall be “The Parent-Teacher Fellowship of the Christian Academy of San Antonio”.

ARTICLE II

Section 1. **The Defining Principles**

Mission Statement – Dependent on the Holy Spirit, we will instill the teachings of Jesus Christ as the foundation of all spiritual growth to transform lives as we pursue academic excellence.

Motto – We dedicate our hearts to love, our minds to obey and our hands to serve God.

Philosophy of Education – The education philosophy of Christian Academy of San Antonio is based on the truths of the Christian faith found in the infallible, inerrant and inspired Word of God. The Bible is eternal, all-sufficient and the final authority in all matters of faith and conduct. We believe that *“in Christ are hid all the treasures of wisdom and knowledge”* (Col. 2:3). Therefore, true knowledge is from God whether in history, geography, science, math, literature, the arts, or physical education. Jesus Christ and His teachings are central to all learning and living and the guiding principle in our goals, plans, objectives and the selection of curriculum.

It is our desire that every student will accept Jesus Christ as Savior and put his trust in Him. We will strive to make Him known in every subject we teach and every action we take. That in every science lesson the student would see Him as the faithful Creator and Sustainer of life, in every history lesson he would acknowledge Him as the Sovereign Ruler over the affairs of men, in every music lesson he would proclaim the praises of Him Who is Worthy of all praise and in every Bible lesson he would come to know His character and the marvelous works of His Hand.

We believe that every child is a gift from God, uniquely designed by Him with particular talents. The Holy Spirit, indwelling the believing child enables him to fulfill God’s total purpose for his life both personally and vocationally. It is through Him that he can develop the mind, attitudes and actions of Christ. Parents have the God-given responsibility to train their children in the ways of God and C.A.S.A. exists to aid the Christian family by assisting in the total education process. As parents and educators, one of the greatest gifts we can give our children is an education that is based on a God-centered philosophy of life. It is our pledge at Christian

Academy of San Antonio to praise and glorify God through focusing on Jesus Christ in all we do and say.

Section 2. **The Purpose**

The purpose of the organization shall be in prayerful dependence upon God:

- To establish a fellowship between home and the school
- To encourage and strengthen the parents in fulfilling their God-given responsibility in the training of their children in the Lord
- To provide opportunity for the parents, teachers, and administrators to meet and to better understand and coordinate the training of their children in the Lord, both as to the intellectual and the moral or disciplinary phases of their development
- To provide an appropriate forum through which the needs of the school can follow the scriptures and be addressed with the appropriate persons/programs

ARTICLE III

Section 1. **Membership**

Membership shall consist of parents having children in attendance at the Christian Academy of San Antonio, family members, the staff administration, and faculty. Dues in the amount of three (\$3.00)/member and five (\$5.00)/couple will be required.

ARTICLE IV

Section 1. **Meetings**

There shall be general meetings throughout the school year, which shall be open to all members who support Article II.

Section 2. **Special Meetings**

There shall be special meetings called by the P.T.F. Executive Board when deemed necessary.

Section 3. **General Meetings**

General meetings will be held on September, October, November, January, February, and April on the 2nd Thursday of each month at 6:00 pm. The Executive Board reserves the right to postpone, reschedule, or cancel meetings when necessary with advance notice required. Meetings will not be conducted during the months of August, December, March, and May unless special issues warrant approval.

ARTICLE V

- Section 1. **Finances**
Dues in the amount of three (\$3.00)/member and five (\$5.00)/couple are required for active membership.
- Section 2. **Fundraising**
Any and all monies raised by the P.T.F. will be bonded and kept separate from the school funds. The monies raised will be used for purchases approved by the P.T.F.

ARTICLE VI

- Section 1. **Officers**
The members of this Executive Board shall carry out the duties of PRESIDENT, VICE PRESIDENT, SECRETARY, AND TREASURER.
- Section 2. **Nominations**
This Board shall be elected by ballot at the general meeting in April (by vote) for terms as outlined in Article VIII (Section 3), and shall serve until their successors are elected. Previously contacted candidates are eligible and nominations from the floor, provided the nominees are present and have given their consent.
- Section 3. **Qualifications**
To be eligible to vote or hold office, a person must be a member of the P.T.F. No person shall serve in the same office for more than two (2) consecutive years with the exception of the role of President, which will be extended to no more than five (5) consecutive years.
- Section 4. **Quorum**
A majority of all votes cast is necessary for election. If only one (1) candidate is presented for office, and there are no further nominations from the floor, the voting may be by voice.
- Section 5. **Vacancies**
In the event of a vacancy in any position for any cause, the vacancy shall be filled by the Board's appointee until the next general meeting. At that time, the position shall be filled by election. A vacancy in an office shall exist when any duly elected officer shall be absent from his/her position for two (2) consecutive meetings, unless such absence is due to circumstances beyond his/her control. Such absences must be reported to the Board. A vacancy may exist when the member has moved from the

school permanently or submits their letter of resignation to the Board within thirty (30) days prior to the effectiveness.

Section 6. **Voting Structure**

An administrator of the school or his/her representative shall be an active and voting member of the Board.

Section 7. **Voting Quorum**

A majority of the Executive Committee shall constitute a quorum.

ARTICLE VII

Section 1. **Board Positions**

The President shall preside at all meetings of the fellowship and shall be an ex-officio member of all the committees and shall perform all other duties usually pertaining to the office of President.

President

- Coordinate the work of the officers and committee of the organization in order that the P.T.F. goals may be promoted
- Confirm that a quorum is present before conducting any business at any meeting of the organization
- Preside at all meetings of the fellowship
- Appoint chairmen of special committees subject to approval of the Executive Board
- Be authorized to sign on bank accounts, (two of three authorized signatures shall be required on all checks)
- Perform such other duties as may be prescribed in these by-laws or assigned by the organization
- The President or designee will purchase any products needed for the P.T.F.

Vice-President

- The Vice-President shall assist the President when called upon. In case of vacancy in the office of President, the Vice-President shall assume the chair until the next annual election.
- Act as aide to the President
- Shall preside in the absence of the President (in their designated order)
- Perform other duties as assigned by the President or P.T.F.
- Announce P.T.F. meetings by working with administration to assure that the meeting is announced on the school marquee
- Ensure that a notice is sent out one week in advance, and one day in advance announcing the P.T.F. general meeting

Secretary

- Keep a record of all Executive Board meetings and shall provide the President with a list of all unfinished business from the previous meeting
- The Secretary shall complete the correspondence from the Executive Board to the other committees as required and perform any other duties allocated to the office by the Executive Board
- Record the minutes of all meetings to the P.T.F.
- Have a current copy of the by-laws
- Maintain a membership list
- Perform other duties as assigned by the President or P.T.F.
- Print all documents, which will be sent out for any P.T.F. function for officers of the committee chairpersons as needed
- Assist the Vice-President in assuring that a notice is sent out to all students/teachers/and administrative personnel regarding P.T.F. general meetings
- Maintain an attendance count at general meetings

Treasurer

- Keep all financial records of all transactions of the P.T.F.
- Issue checks as directed by the P.T.F.
- Provide the President with a statement of the financial status at each P.T.F. general meeting and give a report to the members at large
- Have custody of all the funds of the P.T.F.
- Keep accurate books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks for five (5) years
- Present a financial statement at every general meeting, Executive Board meeting, and at other times when requested by the P.T.F. or Executive Board
- Prepare all records for an outside auditor to certify that accounts are current and accurate

Section 2. **Financial Transactions**

Two (2) Executive Board members will be delegated to receive, count, record and deposit all income monies. All funds shall be counted on school premises and deposited as incoming monies within twenty-four (24) to seventy-two (72) hours. Three members shall be designated to sign checks. Two (2) signatures will be required on checks. One of the signatures will be the school representative per Article VI, section 6.

Section 3. **President-Elect**

The President-Elect will maintain all the responsibilities of the President. This person will be training to take over the position of President for the following year. This person will act as the designee for the President.

ARTICLE VIII

Section 1. Standing and Special Committees

The following shall be standing committees:

Historian

- Represent media coverage (i.e. camera, video, slides, etc.) at P.T.F and school events
- Present slide shows at general P.T.F meetings
- Provide media slides for the P.T.F. newsletter, website and bulletin board

Membership

- Hold a membership drive during the 1st two (2) weeks of the school year and maintain periodic presence at school functions for membership recruitment efforts
- Have membership cards printed and available by the 1st function of the school year
- Organize a classroom contest for the most P.T.F. memberships obtained
- Hold a membership drive the last month of the school year for the following year and assist with the maintenance of the General Membership List roster
- Organize a membership drive at “Meet the Teacher” Open House
- Organize teacher/staff contest for P.T.F. membership. The prize will be a duty free lunch when one-hundred (100%) is obtained

Hospitality

- Organize appreciation function(s) for community, school, in cooperation with other communities, or with Administration
- Represent P.T.F. at school functions as requested by Administration
- Coordinate the following traditional events as applicable to the Elementary and Middle/High Schools: PTF “Pot-Luck” Socials, Teacher’s Appreciation Luncheon, Donuts with Dad, Breakfast with Grandparents, Muffins with Mom, and assist administration with the annual volunteer appreciation event, as necessary.

Nominating

- The nominating committee will be representative of parents and teachers who are voting members

- The committee will consist of four (4) members and the school principal and his/her designee
- Meet in March or whenever scheduled and develop a slate of potential officers
- Present the slate of nominations in the general April P.T.F. meeting or whenever scheduled

Community Relations

- Represent P.T.F. at school functions as requested by Administration
- Provide outreach to parents on a monthly basis. The Sub-Committee will be charged with maintaining a parent/information board. The Sub-Committee will manage the bulletin board in the school cafeteria and a board by the gym
- Create a mailing list of businesses in the immediate area who can receive school news and who can organize as potential donors to the school
- Assist other committee chairpersons by connecting them with community members/parents who can help their committee's on various projects

Fundraiser

- Establish dates on the calendar for two (2) major fundraisers, one in the Fall and one in the Spring relative to both Elementary and Middle/High Schools
- Identify potential fundraisers for the Board's approval by September 1
- Identify monthly fundraisers of the Board's approval by October 1
- Coordinate the following traditional events: Box Tops 4 Education Drive, Book Fairs (Fall & Spring) and any other events approved by the Executive Board.

Parent Volunteer

- Provide training with Administration as scheduled to new parent volunteers
- Provide guidance and leadership to new volunteers fostering the same skills in the parents
- Appoint sub-committees to assist in areas where Parent Volunteers are most needed
- During the 1st committee meeting of the year have sub-committees identified
- During the 1st P.T.F. general meeting of the year discuss the mandatory training necessary to become a volunteer
- New parent volunteer orientations will be held in September, October, and November unless otherwise noted

- Section 2. **Qualifications**
Only members of the P.T.F. shall be eligible to serve in any elective or appointive positions.
- Section 3. **Executive Tenure**
The Executive Board may create such standing committees, as it may deem necessary to promote the P.T.F. goals and carry on the work of the fellowship. No person shall serve in the same office for more than two (2) consecutive years with the exception of the role of President, which will be extended to no more than five (5) consecutive years.
- Section 4. **Committee Tenure**
No chairman shall serve in the same office for more than two (2) consecutive terms unless approval has been granted by the Executive Board. One who has served more than one-half of a term shall be credited with having served that term.
- Section 5. **Committee Requirements**
The chairman of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent and approval of the Executive Board.
- Section 6. **Appointment of Special Committees**
The President shall have the power to appoint special committees subject to the approval of the Executive Board.
- Section 7. **Ex-officio**
The President or assigned designee shall be a member ex-officio of all committees except the nominating committee.

ARTICLE IX

- Section 1. **Executive Board**
The Executive Board shall consist of the officers of the P.T.F. and the chairman of each standing committees.
- Section 2. **Board Meetings**
The Executive Board meetings will be conducted on the 2nd Wednesday of each month at 5:00 pm unless otherwise specified. The attendees will be limited to: officers, committee chairpersons, staff, educators, and others by invitation only.

- Section 3. The duties of the Executive Board shall be to:
- Transact necessary business in the intervals between fellowship meetings and such other business as may be referred to it by the association
 - Create standing and special committees
 - Approve the plans of work of all officers and committee chairmen
 - Present a report at the regular meetings of the association
 - Appoint an auditing committee consisting of not less than three (3) members at least thirty (30) days before the annual meeting, to audit the treasurer's accounts
 - To prepare and submit a budget for the year to the fellowship for adoption
 - Approve routine bills within the limits of the budget
 - Fill vacancies of officers and chairmen

ARTICLE X

Section 1. **Amendment of By-Laws**

These by-laws may be amended, altered or repealed in whole or in part, and new by-laws may be adopted, by the P.T.F., in each case, by votes cast in favor of such action representing a majority of the votes entitled to be cast on the matter. The Executive Board may also make, amend, or repeal these by-laws in whole or in part, except with respect to any provision that by law, the articles of organization or these by-laws requires actions by the P.T.F.