

Bylaws
of
Providence School

Parent

Teacher

Partnership

Bylaws of Providence School Parent Teacher Partnership

Article I. Name

The name of this organization shall be Providence School Parent Teacher Partnership, hereinafter referred to as "PTP".

Article II. Articles of Organization

The organization exists as an unincorporated association of its members. Its "Articles of Organization" comprise these bylaws as from time to time amended.

Article III. Objectives

The objectives of the PTP are:

- (a) To promote the welfare of children and youth in home, school, church and community.
- (b) To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the training of the child.

Article IV. Basic Policies

The following are basic policies of this association:

- (a) The organization shall be tax exempt, non-commercial, nonsectarian, and nonpartisan. However, all activities of the PTP will be founded on Biblically based principles
- (b) The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- (c) The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- (d) The organization shall cooperate with the Administrator and school faculty, to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control its policies.
- (e) The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters still make no commitments that bind the organization.

Article V. Membership

Section 5.01 All parents are considered members upon enrollment of their child(ren) as students at Providence School. All members shall be considered partners without regard to sex, race, color, creed or national origin and are subject to compliance with the provision of the bylaws.

Section 5.02 The partners shall be eligible to participate in its business meetings, or to serve in any of its elective or appointive positions. The privilege of holding office, introducing motions, debating and voting shall be limited to partners.

Article VI. Officers and Their Election

Section 6.01

- (a) The executive officers of the partnership shall be: The Headmaster, Principal(s), or his/her representative, President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasures and PTP Liaison
- (b) Officers, with the exception of the Headmaster, Principal(s) and or his/her representative, shall be elected at the spring meeting of the partnership and shall be installed at the next scheduled meeting of the Executive Board. If there is only one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the partnership for the nominee.
- (c) Officers shall assume their official duties at the close of the Executive Board meeting for a term of one year, or until their successors are installed. Officer's terms shall not exceed the total of two and one half (2 ½) years per office, or a total of five years on the Executive Board without a two year absence for the Executive Board.

Section 6.02

- (a) There shall be a Nominating Committee consisting of five members, one of whom shall be the Headmaster or Principal, one of whom shall be the President, who shall serve as Chairman of the committee. Three members will then be selected by this Chairman and Headmaster or Principal. These three members will come from the partnership membership, **excluding** other Executive Board members.
- (b) The Nominating Committee retains the right to approve all nominees.
- (c) Upon Board approval the proposed slate of nominees shall be posted at the school and/or be published via E-spirit (Providence electronic newsletter).
- (d) If an insufficient number of applications are received, the Nominating Committee may submit names for respective offices and make recommendations to Administration for approval.
- (e) The Nominating Committee has the authority to seek out applications and appoint positions for respective offices if little or no interest is shown with Administrative approval.

Section 6.03 A vacancy occurring in an office shall be filled by a majority vote of the remaining members of the Board, due notice of such election having been given to the board. In case a vacancy occurs in the office of President, the First Vice President shall serve notice of the election.

Section 6.04 Between regular elections, the Executive Board has the discretionary power to appoint co-officer positions should it become necessary.

Article VII. Duties of Officers

The President shall preside at all meetings of the Partnership and the Board. The President shall be a member *ex-officio* of all committees, and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the partnership or by the Board. The President shall coordinate the work of the officers and committees in order that the objectives may be promoted. The President shall be Chairman of the Auction and shall be responsible for assigning coordination of these additional events: Prayer Coverage Team and any other support activities as desired by school.

Section 7.01 The First Vice President shall act as aide to the President and shall perform the duties of the President in the absence of that officer (in their designated order), and any other duties assigned by the President. The First Vice President is responsible Spring fund raising event and Membership Directory.

The Second Vice President(s) shall act as aide to the President and shall perform the duties of the President in the absence of the President-Elect and the President. The Second Vice President(s) is responsible for Fall event and Uniform Recycle sale.

The Third Vice President is responsible for all care and compassion needs of the Providence family as well as the hospitality that the PTP hosts including but not limited to Teacher Appreciation Breakfast, Year End Teacher Appreciation Luncheon, Boo-Hoo breakfast and Prayer Coverage.

The Fourth Vice President is responsible for Passive Fundraising, will act as PTP Liaison to the Parent Council. The Parent Council Liaison shall represent the PTP before the Parent Council and shall present the PTP requests to the Parent Council regarding events and needs.

Section 7.02 The Treasurer shall receive all monies of the partnership and shall keep an accurate record of the receipts and expenditures; and coordinate payment in accordance with the approved budget with NLCF accounting personnel, as authorized by the Board. The Treasurer shall present a statement of account at every meeting of the Board and at other times when requested by the board.

The examination of the Treasurer's accounts shall coincide with the auditing of the school's financial accounts.

The Headmaster and Comptroller have authority to sign checks. The signature of the Headmaster and President shall be necessary to issue a check.

The Executive Board and Headmaster will establish a working budget for the upcoming school year.

Section 7.03 The Secretary shall attend all of the Executive and General Membership meetings. The Secretary shall be responsible for:

- (a) Record of minutes of the Executive Board meetings and distribute minutes to Board members.
- (b) Record minutes of the General Membership meeting and distribute minutes to Board members.
- (c) Compose a bullet point style list of pertinent events/decisions of meetings for publication on the Providence website.

Article VIII. The Board

The duties of the Executive Board shall be:

- (a) To transact the business of the Partnership
- (b) To create standing committees
- (c) To approve the plans of work of the standing committees
- (d) To approve bills and purchase orders within the limits of the budget.

Article IX. Standing Committees

Section 9.01 Such standing committees shall be created by the Board as may be required to promote the objectives and interest of the partnership. The Chairmen of existing and newly created Standing Committees shall be elected by the executive officers of the partnership, or appointed as necessary by the President or executive officer that is responsible for their designated area. Their term shall be at least one (1) year.

Section 9.02 The Chairman of a standing committee shall report to the Board. The Chairman of any standing committee shall present plans or work to the Board for approval and no committee work shall be undertaken without such approval.

Article X. Meetings

Section 10.01 There shall be a minimum of two general partnership meetings per year. These meetings shall take place one (1) at the beginning of each semester. All Board meetings shall be considered open to the entire partnership.

Section 10.02 Notice shall be given by the Board when meetings will be held. A majority shall constitute a quorum for the transaction of business.

Section 10.03 The dates of the meetings shall be determined by the Board. Additional meetings may be called at the President's discretion or by a majority of the members of the Board. Notice of non-scheduled meetings shall be communicated at least twenty-four (24) hours in advance of said meeting.

Article XI. Dissolution

In the event of the dissolution of the partnership, its assets shall be turned over to the Headmaster to be used for purchasing educational materials for the school.

Article XII. Amendments

These bylaws may be amended by the Board by a two-thirds vote of the members voting and shall be subject to the Headmasters approval.