

Constitution & Bylaws of the Parent-Teacher Coalition of Marshall Christian School
Revised May 2017

Article I – Name

The name of the organization shall be the Parent-Teacher coalition of Marshall Christian School, Albertville, Alabama.

Article II – Purpose

The purpose of the PTC is to foster and promote a better understanding and a closer relationship between the school and home so that the parents and teachers can more effectively work together in communication, educating and financially supporting the best possible Christian Education at Marshall Christian School.

Article III-Policies:

All acts of the organization shall be in accord with the policies of the school Board of MCS.

Article IV- Members:

All parents or guardians of Children at Marshall Christian School that are paid members of the PTC shall have voting rights. The principal and any staff employed at MCS that are paid members of the PTC have voting rights.

Article V – Meeting:

Section 1. Regular Meetings: The Coalition shall meet a minimum of four times during the school year. The newly elected officers shall set the PTC general meeting dates and other PTC activity dates by the end of August.

Section 2. Special Meetings: Special meetings may be called by the president, two members of the executive board or five general members submitting a written request to the secretary. Notice of any special meeting shall be sent to the members at least 10 days prior to the meeting. Notice may be sent through the MCS Headmaster program and Facebook.

Section 3. Quorum. The quorum shall be 10% of the PTC membership.

Article VI-Offices and Elections.

Section 1. Officers. The officers shall be president, vice-president, secretary, treasurer and school principal.

- a. **President.** The president shall preside at all meetings of the PTC and the Executive Board and shall be an ex-officio member of all committees, except the nominating committee and shall perform all other duties pertaining to this office.
- b. **Vice President.** The vice-president shall perform the duties of the president in the absence of that officer. The vice president shall encourage parents to attend and participate in Coalition activities, be in charge of the attendance and deliver the attendance to the secretary. The vice-president or appointee shall open and close all meeting in prayer.
- c. **Secretary.** The secretary shall record and keep a permanent record of all meeting of the PTC and the executive Board. The secretary shall attend to all correspondence and shall assist the president in meeting arrangements. The secretary must render a report at all meetings. All records shall be delivered to the succeeding secretary.

- d. Treasurer. All money should be handled through the MCS office. The treasurer must render a report at each meeting. The treasurer will get with and get a financial report before each meeting. The PTC book shall be subject to audit at any time. All records and receipts and must be delivered to the MCS secretary.

Section 2. Eligibility. Members are eligible for office if they are members in good standing at least 90 calendar days before the nominating committee presents its slate.

Section 3. Terms of Office. Officers are elected for a one year term, beginning June 1 to May 31. Elections will for new officers will be held in March.

Section 4. Vacancies. If there is a vacancy in the office of the president, the vice president will become the president. If any other office is vacated, the executive board shall appoint the successor.

Section 5. Removal from Office. Officers can be removed from office with or without cause by two-thirds vote of the PTC membership at a duly called meeting.

Article VII-Nominations and Elections

Section. 1. Elections will be held at the March general PTC meeting of the school year. The nominating committees shall select a candidate for each office and present the slate at that meeting. Nominations may also be made from the floor. Voting shall be by voice if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 2. Record Keeping. Three academic years' records will be kept by the secretary, with all preceding years held in the school office. Upon request, all members of the PTC have the right to inspect and copy at their own expense any books and records of the PTC.

Section 3. Succession. The Executive Board, including all outgoing and incoming officer, shall meet no later than the first Executive Board meeting in April of each year for the purpose of creating an orderly transition responsibility.

Article VIII – Executive Board.

Section 1. Membership. The Executive Board shall consist of the following officer: President, Vice-President, Secretary, Treasurer, school Principal and four officio parent members. All are voting members of the Executive Board.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, plan the agenda for general meetings, create standing rules and policies, create standing and temporary committees and appoint members to those committees, prepare and submit a budget for approval, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular Executive Board meetings shall be held every other month. Special meetings may be called by any two boards members, with 24 house notice to all board members.

Section 4. Quorum. The quorum shall be a majority of the Board members.

Article IX – Committees

Section 1. Membership. Committees may consist of general members of Executive Board members, with the president acting as an ex-officio member to all committees. The committee chairpersons shall be appointed by the president. All committee chairs shall report to the Executive Board as reasonably required.

Section 2. Standing Committees. The following committee shall be held by the organization.

- a. Fall Festival. The Fall Festival Chairperson and committee members shall be responsible for organizing the Fall Festival.
- b. Field Day. The Field Day Chairperson and committee members shall be responsible for organizing and overseeing Field Day for grades K2-6.
- c. Volunteer. The Volunteer Coordinator shall be responsible for coordinating volunteers for specific school activities.
- d. Christmas Shop. The Christmas Shop Chairperson and committee members shall be responsible for organizing, ordering and coordinating volunteers for the Christmas Shop.
- e. Teacher Appreciation Day. The Chairperson shall be responsible for organizing transportation and reservations for the teachers.

Section 3. Additional Committees. The executive board may appoint additional committees as needed.

Article X. Finances

Section 1. Fiscal Year. The fiscal year of the PTC is August 1-July 31 of the following year.

Section 2. Banking. All funds shall be turned in to the office to MCS office secretary. All funds will be kept in an insured checking account in the name of Marshall Christian School Parent Teacher Coalition and held at a financial institution. All bank records may be examined by any members of the PTC upon request.

Section 3. Reporting. The treasurer shall keep accurate records of any disbursements and income, getting the bank statements from the MCS secretary. The treasurer shall report all financial activity at each PTC meeting.

Section 4. Budget. A tentative budget shall be drafted in the summer for each school year approved by a majority vote of the members present at the first scheduled executive board meeting.

Section 5. Handling Expenses.

- a. General Reimbursements. Funds expended and paid personally by a member may be reimbursed by the MCS secretary with proper receipt of documentation and board approval as evidenced by the minutes.
- b. Cash Advances. Are allowed by authorization of the board as needed to fund specific events and voted on by the board.

Section 6. Expenditures Authority

- a. Payments. Upon approval of the annual budget at the first General meeting, the Executive board is authorized to make expenditures in accordance with the budget without further approval from the general membership.
- b. Unbudgeted Expenditures. The Executive Board shall be empowered to approve unbudgeted expenditures no to exceed funds available in the PTC account. Unbudgeted expenditures in excess of \$500.00 shall require general membership approval.

Article XI – Parliamentary Authority

In both the PTC and the Executive Board meetings, all questions of order shall be decided in accordance with Robert’s Rules of Order, as Revised, unless such rules are contrary to the PTC’s Constitution or these bylaws.

Article XII- Dissolution.

The organization may be dissolved with previous notice of 30 calendar days and a two-thirds vote of those present at the meeting. In the event of dissolution, any funds remaining shall be donated to the Marshall Christian School.

Article XIII- Amendments

Section 1. The Bylaws may be amended and approved by two-thirds of the vote of the members present at any duly called general or special PTC meeting.

Section 2. The Bylaws must be updated and reapproved every 3 years.

Article XIV- Conflict of Interest Policy

Members of the Executive Board shall not transact any business with the PTC unless such transaction is deemed vital to the operations of the PTC or Marshall Christian School and is approved by all other members of the Executive Board at a scheduled Board meeting. Any such approved transactions shall be reported to the membership at the next regularly scheduled general meeting. No member of the executive Board shall receive any compensation or benefits for their service on the Board. Violation of this policy shall constitute grounds for removal of an office from the Executive Board.

Any expenditures of PTC funds that benefits any general member of the PTC must be approved by unanimous vote of the Executive Board. Any such approval transactions shall be reported to the membership at the next regularly scheduled general meeting.

Article XV- School Approval

If at any time the MCS Board disagrees with any PTC activity, they shall have authority to cancel any event.

Revised May 5, 2017