

New Life Christian School
Parent-Teacher-Student Fellowship
By-Laws

“And whatsoever ye do, do it all for the glory of God”. I Corinthians 10:13

- I. **Name:** The New Life Christian School Parent-Teacher-Student Fellowship (PTSF) is a parent operated organization that supports the New Life Christian School.
- II. **Membership:** All students of New Life Christian School, their parents, and New Life Christian School staff are welcome and encouraged to become members of the NLCS PTSF. The NLCS PTSF will operate in accordance with all policies and procedures of NLCS. Official membership in the NLCS PTSF requires the completion of a PTSF membership form. Only one form needs to be completed per family. No official dues are required but membership donations to PTSF are welcomed.
- III. **Purpose:** The purpose of the NLCS PTSF is to promote Christian fellowship among the parents, teachers, students, and staff of NLCS by providing a framework in which the parents, students, and school staff, through a mutual understanding of the opportunities provided in Christian education, may work together for the best interest of the students.
- IV. **Mission:** The mission of the NLCS PTSF is three-fold:
 - A. To support the NLCS staff and show appreciation for their ministry to the children each day.
 - B. To support the academic and extra-curricular programs of NLCS.
 - C. To increase the visibility of NLCS in the community.
- V. **Basic Policies:**
 - A. The organization will be a part of NLCS.
 - B. The organization will operate in accordance with all policies and procedures of NLCS.
 - C. All funds raised by the organization will be deposited in the NLCS PTSF bank account. The funds will be used for purchases approved by the organization’s Board of Directors (BOD) and the school administrator. Disbursements will be accomplished through budgeted and requested items. Pre-budgeted items will already have approval and requested items, pre-approved by the school administrator and BOD, will be voted on at the next general meeting for final approval. Funds raised above the projected goal of each fundraiser will be held in the PTSF account for other NLCS PTSF needs. Funds not designated will be used for NLCS PTSF needs as approved by the PTSF BOD.
 - D. Each family who has become a member of PTSF and is in attendance at general meetings will be entitled to one vote for each issue requiring action by the general PTSF membership.
 - E. The PTSF Board of Directors may call for a three day prayerful deliberation period before a final vote is taken concerning suggestions, projects, and/or disbursements brought before the Board of Directors.
- VI. **Leadership:** The NLCS PTSF is run by a Board of Directors (BOD) that consists of 4 elected officers: President, Vice-President, Secretary, and Treasurer, the chairperson of each of the PTSF Committees, and representatives from the NLCS Administration, Staff, and Student Body. (“Without counsel, plans go awry, but in the multitude of counselors, they are established”. Proverbs 15:22.) The BOD will conduct necessary business of the organization between general meetings. It shall meet monthly on the fourth Monday of the month at 6:30 PM, unless otherwise scheduled by the President. The BOD will approve plans and actions of standing committees and will fill vacancies of elected offices and committee chairpersons.

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- VII. Nomination & Election of Officers:** Nominations for officers will be accepted starting in March through the date of the last general PTSF meeting for the school year. Candidates for office must be parents of current NLCS students. Each officer will be elected at the last PTSF meeting of the school year by the membership in attendance via a ballot vote. The term of each office will be one year and officers may serve consecutive terms. Newly elected officers will assume their official duties at the close of the current school year. If any vacancy occurs in an officer position before the term has expired, nominations will be solicited from the PTSF membership and a new officer will be appointed by vote of the PTSF Board of Directors. If an officer fails to attend regular meetings without adequate excuses, does not fulfill his/her responsibilities, or engages in misconduct, the BOD may declare the office vacant by a majority vote.
- VIII. Duties of Officers:**
- A. President:** The President shall schedule, set agenda, and preside at all PTSF BOD and general meetings, be the ex-officio member of all committees, appoint the chairmen of committees and project directors after consultation and agreement with the current BOD, and be the representative of the organization and BOD to communicate with the school administration and to serve as a point person for all PTSF communications and opinions. In addition, the President will coordinate fundraising and service project dates with the school office, review all correspondence directed to the organization, review appropriations for the current year and plan appropriations for the upcoming year in collaboration with the school administrator, write a year-end report for the spring general meeting outlining the projects and accomplishments of the current year, and lead the quest for new candidates to serve on the BOD for the next school year.
- B. Vice-President:** The Vice-President will attend BOD and PTSF general meetings and will preside over the meetings in the absence of the President. In addition, the Vice-President will work with the President to coordinate fundraising and service project dates with the school office and will coordinate material to be shared with the New Life School and Church families through a newsletter or monthly information provided to be included in the church newsletter. In the event that the President is unable to complete the full term of office, the Vice-President will assume the role of the President until the next election has taken place.
- C. Secretary:** The Secretary will attend and record the minutes of all PTSF BOD and General meetings, distribute the minutes of the meetings to PTSF BOD members, share minutes of the past meetings, prepare items as requested for meetings and provide the President with a list of unfinished business from the previous meeting. In addition, the Secretary will send thank-you notes and invitations, as necessary, will be prepared to provide a copy of the By-Laws at all meetings, and perform other duties as may be delegated by the President.

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D. **Treasurer:** The Treasurer will attend BOD and PTSF general meetings and give a financial report at each meeting. The Treasurer will handle all monies (deposits and disbursements) in accordance with the policies and procedures of NLCS, ensure that donated monies are received prior to the purchase of items, ensure that appropriate receipts are received before writing reimbursement checks, and discuss annual disbursements with President and Administrator/ Designee. In addition, the Treasurer will work with the President in preparing a budget prior to the start of the school year which will be approved by the School Administrator.

IX. **Committees:** Committees function in cooperation with the PTSF BOD. Chairpersons of each committee will attend BOD and general meetings and will submit a written or verbal report for each meeting. Nominations will be accepted for committee chairpersons from March through the filling of all vacant positions. The PTSF BOD will provide final approval. The following committees will exist under the PTSF umbrella assuming a chairperson is assigned: Teacher Appreciation, Parent Resource, Athletic, Marketing, and Volunteer.

X. **Role of Student Representative to the PTSF Board:** Student member representatives are expected to attend activities and meetings, share student perspectives, provide student views on current issues and concerns, and inform the student body of the goals of each meeting. These goals will be presented monthly to the student body in verbal and written form. The number of students attending the monthly board meeting shall be limited to three. Any number of students may attend the three general meetings. When voting, all three student representatives must come to a consensus as they will only count as one vote.

XI. **Amendments:** Any PTSF member can propose an amendment to the NLCS PTSF By-Laws. The proposed amendment must be submitted in writing to a PTSF officer. A written copy of the amendment will be made available to all PTSF members via the school e-mail. The proposed amendment will be discussed and voted on by all member families in attendance at the next scheduled general PTSF meeting. A two-thirds vote will be required to approve the amendment. If approved, the Secretary will add the amendment to the By-Laws and provide an updated copy to the school and PTSF officers.