

**WESTON CHRISTIAN ACADEMY (WCA)**

**PARENT TEACHER FELLOWSHIP (PTF)**

**BYLAWS**

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**WESTON CHRISTIAN ACADEMY (WCA)  
PARENT TEACHER FELLOWSHIP (PTF)  
BYLAWS**

**ARTICLE I – NAME**

The name of this organization shall be Weston Christian Academy (WCA) Parent Teacher Fellowship (PTF).

**ARTICLE II – MISSION STATEMENT**

The WCA PTF mission is: to support WCA in prayer; to allow opportunities for parents to be involved; to sponsor events which either promote WCA, show appreciation to others, or raise funds to enhance WCA.

**ARTICLE III – PURPOSE**

Section 1: PTF is to function as a service organization, to aid WCA and its families.

Section 2: PTF is to foster fellowship among parents and teachers, which will ultimately bring into close relationship the home and school.

Section 3: PTF does not seek to direct the administrative activities of WCA, or to control the policy-making decisions of WCA.

Section 4: PTF is to aid families in their understanding of Christian education, to make them ultimately more effective in the rearing of their children, and to encourage them to become more loyal and committed to WCA.

**ARTICLE IV – MEMBERSHIP**

Membership of PTF shall consist of all parents, guardians, and/or custodians of any student of WCA.

**ARTICLE V – SELECTION OF OFFICERS**

Section 1: The PTF president will be selected by the School Administrator.

Section 2: PTF officers will be selected by the School Administrator and PTF President.

## **ARTICLE VI – OFFICERS AND DUTIES**

### **Section 1: President**

- A) Be an active and contributing member of First Baptist at Weston.
- B) Subscribe to the philosophy of Weston Christian Academy.
- C) Maintain an exemplary Christian life free from all scandal in the community.
- D) Accept fully the Statement of Doctrinal Beliefs signed by Weston Christian Academy employees.
- E) Preside over and prepare for the agenda for all meetings.
- F) Coordinate the work of the PTF officers
- G) May not serve more than three consecutive years.

### **Section 2: Vice-President**

- A) Must be a professing Christian and actively involved in a Bible-believing church.
- B) Assist the President and shall assume all duties of the President in his/her absence.
- C) May not serve more than three consecutive years.

### **Section 3: Treasurer**

- A) Must be a professing Christian and actively involved in a Bible-believing church.
- B) Receive all monies of the organization.
- C) Keep an accurate record of receipts and expenditures, which includes making photocopies of detailed deposits.
- D) When counting funds, the treasurer must have a witness of either one of the PTF officers or WCA administrative staff.
- E) All debits to the PTF account must be approved by PTF President and the School Administrator.
- F) Prepare a Treasurer's report to present at each PTF Executive Committee meeting.
- G) May not serve more than three consecutive years.

### **Section 4: Communication Liaison**

- A) Must be a professing Christian and actively involved in a Bible-believing church.
- B) Draft all communiqués from the PTF.
- C) Obtain approval from WCA administration for all outgoing communiqués.
- D) Organize distribution of PTF publicity and communiqués.

- E) Write and submit articles for the WCA Friday's Finale regarding upcoming PTF events.

## **ARTICLE VII – PTF MEETINGS**

Meetings may be held as deemed necessary by the PTF President and School Administrator. Meetings will be communicated with advanced notice.

## **ARTICLE VIII - STANDING COMMITTEES**

Section 1: The Chairperson of each standing committee shall present plans of work to the PTF President and School Administrator for approval. No work shall be undertaken and/or funds distributed without the approval of the PTF President and School Administrator.

### **Section 2: Fall Festival**

- A) Coordinate the event and determine subcommittees needed.
- B) Supervise and work with individuals to make the event run smoothly.
- C) Work with the Treasurer in the collection of funds for this event.
- D) Keep detailed records of all information necessary for future planning of the event.

### **Section 3: Auction**

- A) Coordinate the event and determine subcommittees needed.
- B) Supervise and work with individuals to make the event run smoothly.
- C) Work with the Treasurer in the collection of funds for this event.
- D) Keep detailed records of all information necessary for future planning of the event.

### **Section 4: Teacher Appreciation**

- A) Coordinate Teacher Appreciation Luncheon.
- B) Coordinate Teacher Recognition Activities during Teacher Appreciation Week.
- C) Supervise and work with individuals to make these events run smoothly.
- D) Work with the Treasurer in the collection of funds for these events.

- E) Keep detailed records of all information necessary for future planning of the events.

**Section 5: Curriculum Support**

- A) Assist faculty by providing Classroom Coordinators for each class. Classroom Coordinators will facilitate activities and parties determined by the Teacher.
- B) Assist WCA in providing volunteers to assist in special events such as book fairs, science fair, field day, etc.

**ARTICLE IX – FUNDRAISING PHILOSOPHY**

WCA subscribes to the philosophy of having a few, large, well-placed events to provide fundraising for the school. WCA will not sponsor door-to-door fundraising activities or small fundraising campaigns such as gift-wrap, greeting cards, candy, etc.