

Mauldin Christian Academy Parent Teacher Partnership By Laws

Article I – The complete name of the organization will be Mauldin Christian Academy Parent Teacher Partnership. The name will be abbreviated MCA PTP. It is a local independent unit created by the parents and staff of Mauldin Christian Academy, having no affiliation with any other association, be it state or national in origin.

Article II – Mission: Parents and teachers partnering together to enrich the educational and spiritual experiences of the children and teachers of Mauldin Christian Academy

Article III – Membership and Dues

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. Church members may be a member, but may not vote. Members have one vote per household.

Section 2. Yearly dues of \$10 per household should be paid at least 14 calendar days before the meeting to be considered a member in good standing with voting rights. Staff and teachers yearly dues are \$5.

Article IV – Officers and Elections

Section 1. Officers. The officers will consist of the president, vice president, secretary, treasurer, volunteer coordinator, and school liaison. Occasionally, we may have committee chairs or coordinators for events or fundraisers, but these will not be members of the executive board. Parent Representatives for each grade are also desired, but not necessary. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes, and handle correspondence. The secretary also keeps a copy of the minutes book, bylaws, and rules.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

e. Volunteer Coordinator. The volunteer coordinator will take all applications for membership and keep a record of when members are available to serve. The volunteer coordinator may also create and manage sign-ups for events or fundraisers.

f. School Liaison. The School Liaison is assigned by the Director of the academy. The Liaison will be on the Executive Committee and be the go-between for the school and PTP.

g. Grade Level Parent Representatives. The grade level parent representatives will keep parents in their assigned grade abreast of PTP information such as fundraisers, volunteer opportunities, and upcoming events. Grade Level Parent Representatives may coordinate activities as assigned by the teacher or coordinate gifts for the teacher from the class.

h. Teacher Liaisons. The PTP would like to have a teacher liaison from Elementary, Daycare & Preschool. Those will be assigned by the Director of the School and may even be on a rotation basis.

Section 2. Eligibility. Members are eligible for office if they are members in good standing.

Section 3. Nominations and Elections. If someone wishes to serve in a leadership position, they must present their interest by April's meeting. If elections are needed, they should be discussed at the leadership meeting in April and voted on at the meeting in May. If more than one person is running for an office, a ballot vote shall be taken.

Section 4. Terms of Office. Officers are elected for one year terms.

Section 5. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

Section 6. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the same day and at the same time each month, to be determined by the executive board.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer, email or phone calls.

Section 3. Annual Meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 4. Notification of Meetings. The president or secretary will notify the members of the meetings via email at least one week prior to the meeting.

Section 5. Quorum. Ten voting members of the PTP shall constitute as a quorum for discussing business. If less than ten members are present, the majority of the Executive Board will override a membership quorum and business may still be conducted. If a majority of the Executive Board is not present, the meeting may be postponed to a later date.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the president, vice president, secretary, treasurer, volunteer coordinator, and school liaison.

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

Section 3. Meetings. Executive Board Meetings will be on the same day and at the same time each month, to be determined by the executive board.

Section 4. Quorum. A majority of the members of the Executive Board shall constitute as a quorum for business discussions. With less than a quorum, the meeting may be adjourned to another date, but no business may be conducted without a quorum present.

Article VII – Committees

Section 1. Membership. Committees may consist of general members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization:
Fundraising, Hospitality, Labels for Education, Woot-Woot Wagon, SCRIP

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

Article VIII – Finances

Section 1. A tentative budget shall be drafted in spring for the following school year and approved at the first meeting of the year by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization over \$100. Any expenses under \$100 are at the discretion of the Treasurer and President.

Section 4. Authorized signers shall be the president, treasurer, and school director.

Section 5. The treasurer shall prepare a financial update to be given at each meeting and a financial statement at the end of the year.

Section 6. The fiscal year shall coordinate with the school year.

Section 7. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Article IX – Parliamentary Authority Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/ standing rules.

Article XI – Dissolution. The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments. These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, email, hard copy, or fax. Amendments will be approved by a two-thirds vote of those present.