

Government Street Baptist School
Parent Teacher Fellowship
Bylaws

Article I: Name

The name of the organization is the Government Street Baptist School (GSBS) Parent Teacher Fellowship (PTF).

Article II: Purposes

Section 1. The objectives of the GSBS PTF are:

- a) To provide encouragement and support for the teachers, parents, and staff.
- b) To promote cooperation between the parents and teachers.
- c) To encourage parental involvement at GSBS.
- d) To provide assistance to the staff and teachers at GSBS.

Section 2. The motto of the GSBS PTF is:

Proverbs 22:6 (New International Version)

Train a child in the way he should go, and when he is old he will not turn from it.

Article III: Policies

The following are the policies of the GSBS PTF:

1. GSBS PTF recognizes the authority of the GSBS administration in making decisions.
2. GSBS PTF will work with the staff, teachers and administration to provide a quality education for all our children.

Article IV: Membership

Section 1. Membership is available into this PTF without regard to race, color, creed, or national origin.

Section 2. Membership is available to all GSBS faculty and staff, parents, grandparents and guardians.

Article V: Officers and Election

Section 1. The officers of the GSBS PTF consist of a president, vice-president, secretary and treasurer.

Section 2. Nominations and Elections

- a) Nominations will be made by members of the GSBS PTF.
- b) The GSBS Administration will provide a ballot for the nomination of candidates for election to be held at the PTF meeting held during the second semester of a school year.

When a vacancy of office occurs, a person will be elected by a majority vote of the GSBS PTF officers, faculty and staff. If a vacancy occurs in the office of president, the vice-president shall assume the office of president and a new vice-president will be elected.

If a vacancy occurs in the office of secretary or treasurer, the two positions shall be combined for the remainder of the school year and shall be maintained by the remaining officer.

Article VI: Duties of Officers

Section 1. The president shall:

- a) preside at the meetings of the PTF
- b) coordinate with the officers and committees to promote the PTF, school, and functions

- c) act as spokesperson for the PTF
- d) perform other duties as defined in the bylaws or assigned by the PTF

Section 2. The vice president shall:

- a) assist the president
- b) perform duties of president if president is unable to attend meeting

Section 3. The secretary shall:

- a) record the minutes of the meetings of the PTF
- b) maintain current copy of bylaws and minutes from previous meetings

Section 4. The treasurer shall:

- a) maintain a record of receipts and disbursement by the PTF and give a report of same during each PTF meeting

Article VIII: Meetings

Section 1. The PTF will hold at least one meeting each semester. The PTF president can call a special meeting of the PTF with a seven (7) day notice provided.

Section 2. The following outline will be followed for the PTF meetings:

- Call to order
- Prayer
- Introductions
- Program
- Business meeting (if necessary for voting)
- Announcements
- Prayer
- Adjourn

Article IX: Expenditures

Section 1: All requests for expenses to be paid by the PTF must be submitted in writing. Expense request forms are mandatory in order for payment to be made.

Section 2: The PTF Officers may vote on an issue or expense that does not exceed \$2,000.

Section 3: Any request for funds that exceeds \$2,000 must be presented at the next PTF meeting to the PTF members. The person requesting the funds must make an oral presentation to the PTF members and the matter will be opened for discussion and voted on for approval. A quorum of at least 50 members of the PTF must be present for the request to be presented and discussed at the meeting.

Article X: Amendments to Bylaws

Any PTF member can submit a proposed amendment to the bylaws. The proposed amendment must be submitted in writing to the PTF president. The president will present the proposed amendment to the PTF officers. A written copy of the proposed amendment will be available to all PTF members. The proposed amendment will be discussed and voted on at the next scheduled PTF meeting.

If the proposed amendment is approved, the bylaws will be amended. The secretary will maintain the amended copy of the bylaws and will provide a copy to the school office and PTF officers.