



SALISBURY
CHRISTIAN SCHOOL

Parent-Teacher Fellowship By-Laws of Salisbury Christian School, Inc.

*Revised and Approved by the
Board of Governors
August 23, 2021*



MISSION

The mission of the Parent-Teacher Fellowship (PTF) is to work in cooperation with the administration of Salisbury Christian School (SCS) in recognizing and promoting the direct and indirect needs of the staff, parents, and children of Salisbury Christian School.

ARTICLE I – PURPOSE

1. To promote unity in our school family through coordination of parent programs, communication, fellowship and encouragement of one another, our administration and teachers.
2. To continually improve and enhance the quality of our school.
3. To promote a positive relationship within our school community.
4. To encourage a positive relationship between educators and parents to promote the highest level of physical, social and spiritual education possible for our children.

ARTICLE II – AUTHORITY AND STRUCTURE

The PTF shall function in coordination with the administration of the school and shall be under the authority of the Board of Governors.

ARTICLE III – OFFICERS AND ELECTIONS

1. Each officer of the PTF shall be a parent of a child enrolled at SCS.
2. The officers of the PTF shall consist of an elected President, Vice-President of Pre-K and Kindergarten, Vice-President of Lower School, Vice-President of Middle School, Vice-President of High School, Secretary, Treasurer, and any other special position(s) deemed necessary (i.e. Special Events Coordinator).
3. The election process for the upcoming school year shall take place in the spring of the previous year through an announced process. Elected officials shall assume their official duties on June 1 but shall serve in conjunction with current officers once they have been elected.
4. Officers shall serve a term of at least one year or until their successors are elected.
5. PTF officers will work in conjunction with and have representation by the President or his/her designee to the Board of Governors.

ARTICLE IV – NOMINATION PROCESS

1. The eligibility requirements for nominations of a PTF officer shall be:
 - a. Parents who have demonstrated concern for the work of the organization.
 - b. Parents who demonstrate qualities of spiritual maturity and are in agreement with the philosophy, doctrine, bylaws and administrative structure of the school.
 - c. Parents who have given their consent and desire to serve if elected.
 - d. It is recommended that the President has previously served one term in another PTF office position or has served on the Board of Governors.
 - e. A Christian who subscribes to the SCS Statement of Faith and Mission Statement.
2. When the need arises, administration and parents of currently enrolled students will be notified of the upcoming elections for the new PTF officer(s) and ask for any nominations for a specific office be submitted to a current PTF officer or

administrator of the school. The nominees will be notified by the current President and asked for their acceptance to run for the specific office.

ARTICLE V – OFFICE AND DUTIES

1. President: will preside at all meetings, shall perform such other duties as may be assigned to him/her by the PTF and shall coordinate the work of the PTF and committees and shall serve as a voting member of the Board of Governors to serve in this role or shall appoint a designee
2. Vice-President(s): shall act as aides to the President in conjunction with those programs/projects or needs involving the area of the school which he/she represents.
3. Secretary: shall record minutes of all PTF meetings and Officer meetings and shall perform such other duties as may be delegated to him/her.
4. Treasurer: shall work in conjunction with the Director of Business Operations to keep a full and accurate account of receipts and expenditures, and in accordance with the budget adopted by the PTF, shall make disbursements as authorized by the President and/or Director of Business Operations. The Business Office of SCS shall have record of all financial details of the PTF. The Treasurer shall present a financial statement at every meeting of the PTF Officers and at other times when requested by the PTF or Board of Governors. All funds shall be deposited into a designated account with the Business Office of SCS and management of funds shall be in accordance with SCS accounting practices. The Treasurer will also serve as the Christmas Gifts Coordinator annually.
5. Vacancy: A vacancy occurring in any office shall be filled for the remainder of the term by a person elected by a majority vote of the officers.

ARTICLE VI – GENERAL DUTIES OF OFFICERS AND PTF

1. The Duties of the PTF Officers shall be:
 - a. To transact necessary business in the intervals between PTF meetings and such other business as may be referred to it
 - b. Create Standing and Special Committees as needed
 - c. To present a report at the regular PTF meetings
 - d. To promote communication of questions or suggestions from parents and staff through Biblical principles and proper administrative channels
 - e. To plan and implement a program of interest to parents at each PTF meeting
2. The officers shall meet regularly throughout the school year at an agreed upon time/day chosen during the first meeting of the year. A majority of the officers present shall constitute a quorum. Special meetings of the officers may be called by the President.
3. The summer months shall be used as a planning period to establish a calendar and budget for the next school years' activities.

ARTICLE VII – STANDING COMMITTEES

1. In addition to their roles, each PTF Officer shall serve in one other capacity:
 - a. School Store Coordinator
 - b. Appreciation Events Coordinator
 - c. Christmas Gift Coordinator (Treasurer)

- d. Fall Fundraiser Coordinator
 - e. Small Fundraiser Coordinator
 - f. School-Wide Events Coordinator
2. Special Committees: The PTF Officers may create such special committees as it may deem necessary to promote the programs for the school and carry out the work of the PTF.

ARTICLE VIII – AMMENDMENTS

Any amendments to these bylaws shall be approved by the Board of Governors.