

Articles of Association of Faith Christian Academy Parent Teacher Organization

Article I

The Name:

The name of the association shall be the Parent Teacher Organization.

Article II

Statement of Purpose:

The Fellowship shall provide a framework in which both parent and teacher, through a mutual understanding of the challenges and rewards involved in Christian education and of the needs of children, may work together to encourage and promote intellectual, spiritual, physical and emotional maturity.

Article III

Membership:

The membership of this organization shall consist of parents, grandparents, and interested friends of students enrolled at Faith Christian Academy. Members of the faculty, staff and coaches shall be members by virtue of their position. Each member present shall be entitled to one vote on each matter submitted to the general membership. Simple majority shall rule.

Article IV

Executive Board:

Section 1: The Executive Board shall consist of the Administrator (as an ex-officio members), the four (4) elected officers, one teacher from the elementary level, and one teacher from the secondary level as selected by faculty.

Section 2: Meetings of the Executive Board shall be scheduled by the President. The President shall preside over these meetings.

Article V

Officers and Elections:

Section 1: The officers of the club shall consist of a President, Vice-President, Secretary and Treasurer. The term of office shall be one (1) year.

Section 2: The officers shall be elected by written ballot annually at the spring meeting. If there is only one (1) nominee for any one office, election for that office may be by voice vote.

Section 3: Elected officers shall assume their official duties on July 1, but shall serve in conjunction with current officers following the close of the spring meeting.

Section 4: A person shall not be eligible to serve more than three (3) consecutive terms in the same office.

Section 5: A nominating committee consisting of the president, a past president and a delegate-at-large will meet in March to devise a list of nominees for each office. Suggestions for nominees may be

made to the committee by any member providing the person being nominated has consented to allow his/her name to stand in nomination. The list of nominees will be presented to the Nominating Committee of the Board. The Nominating Committee of the Board will then present the list to the FCA School Board for approval. It is desired that the Nominating Committee shall present at least two (2) candidates for each office.

Section 6: All officers shall be members of the Parent Teacher Organization who have given evidence of being a born again believer in Jesus Christ, who have a good Christian Testimony in their home churches and in the community at large. Since they represent FCA and this organization, they should be persons of good moral character and reputation. They must have the recognizable abilities to fulfill their offices and have a commitment to the Christian school philosophy and this organization. They must be willing to commit themselves for the time needed to fulfill the duties of their offices. It is desirable that all the officers attend different churches to properly represent this organization.

Section 7: President

- A. Shall preside at all meetings of the Executive Board and general meetings.
- B. Schedule said meetings as deemed necessary.
- C. Shall be responsible to conduct the affairs of the Parent Teacher Organization and the Executive Board, in a manner consistent with the authority and responsibility pertaining to his office.
- D. He shall be an ex-officio member of all standing committees.
- E. The chairpersons of all standing committees shall report to, and be under the authority of the President.

Section 8: Vice-President

- A. Shall coordinate with the administration all scheduled academic events for meetings.
- B. Shall coordinate with the administration awards for all students who excel on a local, county or state level.
- C. Make the membership aware of any academic items needed by the school faculty.
- D. Carry out any such duties as assigned by the President.
- E. Shall act in the absence of the President.

Section 9: Secretary

- A. Shall give notice of all meetings of the Executive Board and the Fellowship.
- B. Shall attend all such meetings and keep a true and accurate record of all procedures.
- C. Carry out any such duties as assigned by the President.

Section 10: Treasurer

- A. Shall have custody of all records and funds.
- B. Shall keep a full and accurate account of receipts and expenditures.
- C. Make disbursements as authorized by the general membership and Executive Board.
- D. Shall present a financial statement at every meeting and verify the organization's books with the school's bookkeeper on a monthly basis.

- E. Deposit all funds into a designated account.
- F. Carry out any such duties as assigned by the President.
- G. The account shall be audited or reviewed annually by the same accounting firm that represents the School Board.
- H. All Financial Records shall be Permanent.

Section 11: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board.

Article VI

Fiscal Year:

The fiscal year of this fellowship shall begin on the first day of July each year.

Section 1: There shall be two (2) standing committees with a selected chairperson responsible for organizing and overseeing the activities of the committee.

Section 2: These committees are: Fundraising and Activities.

A. Fundraising Chairperson shall:

1. Be under the guidance of the President and the FCA Fundraising Committee. All fundraising activities will be coordinated with the fundraising committee of the FCA school board.
2. Design, organize, implement and coordinate all Parent Teacher Organization sponsored fundraising activities.
3. Shall be responsible for recruiting committee members to assist in the discharge of the duties and responsibilities of the committee.

B. Activities Chairperson shall:

1. Be under the guidance of the President and be responsible for promoting and supporting all academic activities at Faith Christian Academy.
2. Coordinate with the principals at the elementary and secondary divisions a system of honoring academic achievement.
3. Seek to encourage and promote more fine arts activities among all FCA students.

Section 3: The committees shall keep regular minutes of their proceedings and report the same to the fellowship when requested.

Article VII

Meetings:

Section 1: Meetings shall be scheduled by the Executive Board and placed on the school calendar. Executive Board members shall be in attendance at all Parent Teacher Organization meetings.

Section 2: All meetings shall be run in accordance with Roberts Rules of Order.

Article VIII

Amendments:

Recommended changes to these articles must be approved by a simple majority of the members of the Parent Teacher Organization who are present and voting at a given meeting. Those changes must then be presented to the FCA School Board for their approval. A simple majority of the FCA School Board is needed to approve the recommended changes.