

Eagle's Landing Christian Academy Parent Teacher Fellowship

By-Laws

(Revised July 30th, 2023)

The Eagle's Landing Christian Academy (ELCA) Parent Teacher Fellowship (PTF) is organized to create a relationship between parents, teachers, and administrators to promote the mission of the school, support and enhance the learning experience of the students at ELCA and ensure that our students have the best resources made available to them as they pursue academic excellence.

The PTF is not an ELCA policy making or ELCA policy changing organization.

The Mission of the ELCA Parent Teacher Fellowship is four-fold:

1. To create a pool of resources that can be used to benefit the advancement of academic excellence for all students at ELCA.
2. To assist parents, teachers, and staff members in developing the skills they need to support and promote the student's academic development.
3. To encourage involvement and excellence in the school's academic activities, learning programs and educational projects.
4. To raise additional funds and financial support for the pursuit of academic excellence at ELCA.

The Objectives of the ELCA Parent Teacher Fellowship:

1. To always show a Christ like attitude in all activities and meetings.
2. To promote a Christian environment in the school and in the community.
3. To promote the health and welfare of the students in the classrooms at ELCA.
4. To raise the academic standards and improve the overall educational experience at ELCA.
5. To help increase the quality of classroom education for the students of ELCA through fund raising and other financial endeavors.
6. To work with parents, teachers, and staff to increase the overall interest in the academic environment of the school and its related activities.

The Structure of the ELCA PTF:

1. The ELCA PTF is comprised of the PTF Executive Board, all ELCA teachers, all ELCA administrators and all regular PTF membership. All the members listed above can be voting PTF members at regularly scheduled and advertised PTF membership meetings.
 - a. Regular membership consists of all parents with students enrolled at ELCA.

- b. Faculty membership consists of all ELCA teachers and all ELCA administrators.
 - c. The executive board consists of the PTF president, vice president, and secretary.
- 2. The PTF executive board will meet periodically throughout the year to conduct regular PTF business, scheduling, planning, budget estimating, financial administration, etc. The executive board is authorized to conduct regular business on behalf of the ELCA PTF between regular PTF meetings. Regular business is defined as that which is in concert with the approved annual PTF budget and within the scope of the ELCA PTF by-Laws.
- 3. Annual PTF officer elections, budget approvals and budget addendums and changes will be voted on at regularly scheduled and advertised PTF meetings which are open to the ELCA PTF membership.
- 4. The executive board will report to the membership concerning the activities and events that the executive board is conducting. This can be done through the scheduled membership meetings, PTF web page, e-mails, ELCA newsletter, or any other school communication opportunities.
- 5. Committee chairs are invited and encouraged to attend and have input regarding their various committees at every scheduled PTF meeting.
- 6. Meeting minutes will be taken by the secretary at every regularly scheduled and advertised membership meeting. Minutes will be approved at a subsequent meeting of the membership. Once approved, the minutes will be posted on the ELCA PTF web page for the remainder of the school year.
- 7. Executive positions within the PTF executive board may be added or deleted only with the approval, by vote, of the PTF membership at a regularly scheduled and advertised PTF membership meeting and must be approved by the Head of school.
- 8. The ELCA PTF will hold an election every year to install volunteers to serve on the executive board for the executive officer positions. The election process is as follows:
 - a. To be nominated to the PTF executive board one must hold and be active as committee chair or coordinator for at least 1 full school year.
 - b. Nominations to the executive board will be made at the scheduled membership meeting in November and officially recorded in the minutes and posted on the PTF web page. PTF executive board nominations not submitted at that meeting must be submitted in writing to the PTF executive board at least 3 weeks (21 days) prior to the election date. Eligibility for an executive board position requires the applicant to be in good standing with the school and have a student also in good standing who is currently enrolled at ELCA. A personal credit report may also be required to serve in an executive position due to the managing and handling of financial resources.
 - c. Final approval of nominations to the PTF executive board must be approved by ELCA administration.
 - d. Election of PTF executive officers (president, vice president, secretary) will be held at a regularly scheduled and advertised membership meeting, normally in December, but no later than the January meeting of the new semester. The voting process is open and available to the entire ELCA PTF membership.
 - e. Voting will take place in person at the designated PTF executive board meeting.

- f. Voting will be done by written ballot if there is a contested election. If the position is uncontested, approval of the nominee can be done by verbal vote or show of hands.
 - g. In a contested election for a position, the counting of ballots will be done by the school administration in attendance with the help of school staff or faculty if needed.
 - h. Executive officers are elected to one-year terms. Executive officers cannot serve more than five consecutive terms in any one position.
 - i. In the event there is no new nominee to fill an executive officer position and the position has been occupied for 5 consecutive years by the officer in place; the Head of School may approve an exception to extend the term for that officer on a year-to-year basis.
 - j. The Head of School reserves the right to make any changes to election by-laws if it is deemed to serve the best interest of the school to do so. What serves the best interest of the school is at the discretion of the HOS.
9. The official start of the new term for the executive board positions (president, vice president, secretary) will be at the conclusion of the school year but no later than June 1st. The time between the election in December and the end of the school year will be a transitional period for the officer(s) to gather information or training if necessary. This is especially the case with a newly elected president as it will be important to continue moving forward with existing plans for the Spring fundraisers and events that have been planned.

Policy and Procedures for Auxiliary Banking and Financial Records

1. The PTF fiscal year runs from July 1st through June 30th each year.
2. Yearly budget requests from the school principals for the upcoming school year are to be submitted to the PTF executive board no later than June of the preceding year.
 - a. Each principal (elementary school, middle school, and high school) will present a detailed budget (item specific with justification) for regular and planned expenditures for the upcoming school year.
 - b. The annual PTF budget should incorporate and expend from the three budget requests, as well as include any additional approved expenditures. The final budget will be prepared and agreed upon by the PTF executive officers, then will be presented to the ELCA PTF membership for approval at a regularly scheduled and advertised membership meeting. Upon approval by the membership, a copy will be given to the ELCA business office for their records.
 - c. All non-budgeted financial requests must be submitted in writing to the PTF executive board. These non-budgeted requests will be discussed by the board as to their viability for presentation at a regularly scheduled membership meeting. If approved by the executive board, these non-budgeted financial requests will be discussed and voted on at the next regularly scheduled membership meeting.
3. All checking accounts will be kept in an ELCA approved banking institution, under the school's Federal Tax ID number.

- a. The ELCA PTF has an account established in the name of ELCA PTF. This account is maintained by the school in the ELCA business office.
 - b. No funds or refunds will be given without a "PTF request for funds" form that must be signed by the PTF president and/or the PTF vice president.
 - c. An ELCA business office designee is able to co-sign PTF "request for funds" forms and PTF checks in the absence of a second PTF executive officer, but this designee is not authorized to singularly approve expenditures or disbursements. Authorizing and signing of PTF expenditures and disbursements is the responsibility of the PTF president.
4. The PTF president will meet with the business office as needed to review financial documents and transactions.
5. Basic financial information shall be presented to the membership at regularly scheduled PTF membership meetings.
6. The PTF books shall be kept on QuickBooks or other ELCA designated/approved software by the business office.
7. The designated ELCA business office representative is the contact for financial queries, check requests and actual funds disbursement.
8. All cash flow and assets must incorporate a dual-control mechanism which protects both the integrity of the income or cash we receive, as well as our volunteers and ELCA staff who handle the cash.
9. No cash should be taken off the academy property. All money obtained from fund raisers should be turned in daily and locked in the safe.
 - a. Proceeds from event/activity counted under dual control at close of event and receipt signed by both parties.
 - b. Proceeds prepared and delivered to ELCA finance office and are re-counted under dual control.
 - c. Transfer receipt signed by both parties.
 - d. Deposit documentation attached to original receipts.
10. Deposits are to be kept in the safe at the ELCA business office to be deposited using routine ELCA business office practices.

PTF Sponsorship, Support and Area of Influence

1. The directive of the ELCA PTF is that every event and expenditure fulfill one or more of the PTF's mission statements.
2. Any request that does not fulfill one or more of the PTF's four-fold mission statements will not be authorized to be funded.
3. The PTF president and/or the PTF vice President are expected to attend scheduled auxiliary board luncheons.