

First United Methodist School Parent Teacher Fellowship Constitution and Bylaws

ARTICLE I Name:

This organization shall be known as First United Methodist School Parent Teacher Fellowship, hereinafter known as FUMS PTF.

ARTICLE II Purpose:

1. To promote spiritual, intellectual, and physical well-being of the children of FUMS in the home, school, church, and community.
2. To develop communication and understanding between home and the school community so that united efforts will secure for every child the highest advantages in physical, mental, social, and spiritual education.
3. To engage in fund-raising activities, with the approval of the School board and Church Finance Committee, on behalf of FUMS.
4. To assist with other projects or activities as may be desired by the membership to increase the quality of education at FUMS.

ARTICLE III Policies:

The PTF shall be noncommercial and nonpartisan.

The name of the Fellowship or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the fellowship.

The Fellowship shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

The Fellowship may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTF in such matter shall make no commitments that bind the PTF.

Ten percent (10%) of all moneys raised from fund raising activities of any kind will be donated to the scholarship fund for students attending FUMS.

In the event of the dissolution of the PTF, its assets shall be distributed by the PTF Officers and the School Director to First United Methodist School.

ARTICLE IV Articles of Organization:

The PTF is organized under the authority of the First United Methodist School and Church. All of its policies and activities shall always be consistent with those of the governing school and church. The Director and PTF Officers shall be responsible for insuring that the PTF's activities and policies meet this requirement. The school board shall be the governing authority of all PTF activities. The PTF exists as an unincorporated fellowship of its members. Its "Articles of Organization" comprise these By-Laws, as from time to time amended, and its Articles of Association, if any. In the absence of separate Articles of Association, the By-Laws shall be deemed to be the Articles of Association. In the event of any conflict between these By-Laws and the Articles of Association, these By-Laws shall govern.

ARTICLE V Membership:

General membership in the PTF shall be open to all stakeholders of the children attending FUMS and school faculty and staff of FUMS. Stakeholders will consist of Guardian, Staff, Parents, and approved interested parties. Interested parties must apply to PTF Board to join PTF.

ARTICLE VI Officers:

The Officers of this Association shall be the President, Vice-President, Treasurer, Secretary, and appointed Staff Liaison. The Officers with the exception of the appointed staff liaison shall be elected for a period of one year at the general meeting held in April, and will assume office after the May general meeting.

ARTICLE VII Election of Officers:

Nominations for officers must be submitted in writing by March 1st to the incumbent officers and school director. Candidates eligible for nomination for officers of the Association must:

- Attend four or more general meetings in the year prior to nomination
- Be a parent or guardian of a child/children attending FUMS and/or school faculty and staff of FUMS
- Be supportive of school administration and policies

ARTICLE VIII Duties of Officers:

The PRESIDENT shall preside at all the meetings of the Association and perform such duties as are incumbent upon this office; and shall be an exofficio member of all committees.

The VICE-PRESIDENT in the absence or the request of the President, shall perform all duties of the President; and perform other duties as are assigned.

The SECRETARY shall keep minutes of all meetings of the PTF; and perform such duties as are incumbent upon this office. The Secretary shall receive, distribute, and reply to all correspondence of the PTF. At the end of the year, the Secretary shall pass on to the incoming Secretary all minutes and records of the PTF.

The TREASURER shall receive all moneys of the PTF, keep an accurate record of same, and deposit all moneys in a bank in the name of the PTF, which account shall receive the signature of either the President or the Treasurer, and the school Director; shall pay only such expenditures as approved by the PTF, and shall report all receipts and disbursements made during the preceding month at each meeting; and perform all such duties as are incumbent upon this office.

The STAFF LIAISON shall attend all PTF, Faculty, and School Board meetings; shall keep FUMS faculty informed of all PTF decisions and perform all such duties as are incumbent upon this position.

ARTICLE IX General Meetings:

General membership meetings shall be held throughout the school year with at least 15 days advance notice.

Those members in attendance constitute a quorum.

ARTICLE X Rules of Order:

All meetings shall be conducted according to "Robert's Rules of Order, Revised", where not inconsistent with this Constitution and By-Law.

ARTICLE XI Amendments:

These By-Laws may be amended at any general meeting by a majority of the qualified members present. An announcement as to a vote on amendments shall be given at general membership meeting prior to the vote. The Secretary shall give verification of the By-Laws in writing

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