

Christian Chapel Academy
Parent-Teacher Organization Bylaws

Article I: NAME

The name of the organization shall be The Christian Chapel Academy (CCA) Parent-Teacher Organization (PTO).

ARTICLE II: MISSION STATEMENT, OBJECTIVE AND PURPOSE

Mission Statement:

Support the Spiritual, Financial and Educational needs of the students, faculty, staff, and parents of CCA, by providing the necessary tools to aid in the ongoing process of providing a sound Christian based education to CCA's students.

Objectives:

- *Develop teams of parents and teachers working together to effectively use, personal time, resources, talents, and fund raising, in order to foster the spiritual and educational growth of CCA's students, parents, faculty and staff.*
- *Provide an open forum, for the ultimate benefit of the CCA students, where:*
 - *parents can learn about the ongoing operations and needs of the faculty and staff*
 - *faculty and staff can gather input from the parents regarding their children's needs in their Christian leaning process*

Purpose:

To support the Christian learning process at CCA, and empower the students to form the values and self-confidence to become contributing members of society.

ARTICLE III: RELATIONSHIP WITH CHRISTIAN CHAPEL
AND CHRISTIAN CHAPEL ACADEMY

The PTO is a distinct volunteer organization and as such, shall have the right to govern itself. The officers shall communicate with the CCA administration concerning PTO goals and desires, and foster a spirit of cooperation and teamwork. The PTO shall respect and support all established school policies set forth by the administration of CCA and Christian Chapel Assemblies of God Church, and has no authority to violate such policies.

ARTICLE IV: MEMBERSHIP

All the parents and guardians of CCA students, as well as CCA's faculty and staff are eligible to be members of the PTO. As members, they have the right to attend meetings and vote on issues presented.

ARTICLE VII: PURCHASE AND PROCUREMENT

Procedures to authorize the purchase and procurement of equipment and assets for CCA shall be determined by standard Policies & Procedures.

ARTICLE VIII: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice-President, Secretary, the School Administrator, and a faculty representative. This committee has the responsibility of overseeing the overall operation of the PTO and considering issues pertinent to its operation.

ARTICLE IX: MEETINGS

A minimum of three meetings of the PTO shall be scheduled at the discretion of the Executive Committee each school year and published to the members. Additional meetings may be scheduled as deemed appropriate by the Executive Committee.

The Executive Committee has the authority to change the date and time of scheduled meetings in order to resolve any scheduling conflicts.

The Executive Committee shall provide the membership written notice of any scheduled meeting at least twenty-one (21) days prior to the date of any newly scheduled meeting.

In the advent of bad weather or any other conflict which forces the Executive Committee to reschedule an already scheduled meeting, the membership should be notified in writing of the rescheduled date at least seven (6) days prior to the new date for the meeting.

ARTICLE X: DESIGNATED COMMITTEES

The Executive Committee has the authority to designate the formation of other committees, which are in keeping with the Mission & Purpose of the PTO. Standing Committees, such as outlined below, will usually be formed at the beginning of each school year and charged with the following duties:

Classroom Needs – Determine needs of individual teachers and provide feedback to the PTO for its consideration. Assist teachers in meeting these needs through the identification of uses of their designated PTO funds.

ARTICLE V: OFFICERS AND ELECTIONS

1. The elected officers of the PTO shall consist of the President, Vice-President, and Secretary.
2. Officers shall be elected on the last scheduled meeting of the school year, from those PTO members who have been nominated.
3. Members may be nominated for an office, either by action of a nominating committee, or by receiving a nomination from the floor.
4. Officers will be installed at the meetings in which they have been elected.
5. The term of office shall be one year. No officer shall hold the same office for more than two consecutive terms.
6. In the event an officer resigns his/her position, an election to fill this vacancy shall be held at the first regular meeting following the resignation.
7. An officer may be removed from his/her position by calling for a vote of no confidence to take place at the next regular meeting. The membership shall receive written notice of such a call at least twenty-one (21) days prior to the meeting at which time the vote of no confidence shall be taken. Approval of two-thirds of the members present is necessary for the removal to occur.

ARTICLE VI: DUTIES OF OFFICERS

1. The President shall preside over the meetings of the PTO and the Executive Committee. The President is an ex-officio member of all committees except for a nominating committee. The President has the authority to authorize the payment of invoices that result from the actions approved at the meetings of the PTO.
2. The Vice-President, in the absence of the President, shall perform all duties on his/her behalf. When delegated, act as the President's representative to committee's meetings.
3. The Secretary shall keep the minutes of all meetings of the PTO or the Executive Committee.

- Fundraising – Plan and lead fundraising activities to allow the PTO to reach its designated goals.
- Communication – Communicate to the PTO membership the needs and activities of the organization.
- Activities – Plan and coordinate various school activities and special events.
- Library – Further the development of the CCA library.
- Computer Lab – Develop and maintain the CCA computer lab.
- Facilities – Develop and maintain the CCA site and facilities, such as the building itself and the playground sites.

Other Designated committees may be formed for special purposes throughout the year as deemed necessary by the Executive Committee, or called for by the action of a meeting of the PTO.

The chairperson of each committee will normally be appointed by the members volunteering to serve on the committee. If a chairperson cannot be determined, the Executive Committee has the authority to appoint an individual to serve in this capacity.

Both the PTO and the Executive Committee may further grant or restrict the authority of its designated committees, by a vote of said body, appropriate for the authority being granted or adjusted.

ARTICLE XI: PARLIMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rule of Order Newly Revised* shall govern the PTO in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the PTO may adopt.

ARTICLE XII: AMENDMENTS

These Bylaws may be amended at any regular meeting of the PTO by a two thirds vote of the members present, provided that written notice of the proposed amendment has been given to the members at least twenty-one (21) days prior to the meeting at which the amendment is to be voted upon.