



Bayshore CHRISTIAN SCHOOL

PARENT TEACHER FAITH WARRIOR LEAGUE BYLAWS

ARTICLE I – NAME

The name of the organization is the Bayshore Christian School Parent Teacher Faith Warrior League (PTFW).

ARTICLE II – PURPOSE

The purpose of the PTFW is to support and enhance the educational experience of BCS students, families, faculties, and staff. Specifically, the mission of PTFW is:

1. To develop and promote opportunities for fellowship among BCS students, families, faculty, and staff;
2. To provide assistance to school administration, faculty, and staff through fundraising endeavors which benefit Bayshore Christian School.
3. To support the mission of Bayshore Christian School through sponsoring and effectuating BCS main fundraising events.
4. To represent the school in a positive and contributory manner in the local community.

ARTICLE III – MEMBERSHIP AND DUES

Any parent, guardian, or other adult standing in loco parentis for a BCS student may be a member of the PTFW and shall have voting rights. BCS administrators, faculty, and staff may be members and have voting rights. Members have one vote per household.

Dues, if any, will be established by the PTFW executive board and approved by the Head of School. If dues are charged, a member must have paid his or her dues in order to exercise voting rights.

ARTICLE IV – OFFICERS

PTFW officers shall include a President, Vice President, Secretary, and Treasurer.

General functions of the PTFW officers shall include:

1. Attend monthly PTFW meetings and executive board meetings.
2. Serve on at least one PTFW committee.
3. Refrain from securing any contract or agreement in the name of BCS or BCS PTFW without prior approval from BCS administration.
4. Assist in the nomination of incoming chairpersons of standing PTFW committees.

The specific functions of the PTFW officers shall include:

1. President: preside over meetings, serve as primary contact for Head of School, represent the organization in meetings outside of school, and coordinate the work of all officers and committee heads. The President shall also serve as the chairperson of the Fundraising Committee.
2. Vice President: assist the president, carry out the president's duties in his or her absence, and coordinate the work of all officers and committee heads in cooperation with the President.
3. Secretary: keep all records of the PTFW, take and record minutes of meetings, handle correspondence on behalf of PTFW, draft email correspondence to BCS families, and provide / maintain content on PTFW page of BCS website.
4. Treasurer: receive all PTFW funds, keep an accurate record of receipts and expenses, and work with school business manager to pay out funds in accordance with approval of the PTFW board of officers and Head of School. The Treasurer will also present a financial statement at PTFW meetings and present a full and final report at the end of each year.

Nominations and Elections:

1. Elections for PTFW officers will be held at the end of each school year. Nominations for officers will be presented by PTFW board members and BCS administration. Nominations for office will be presented to the members at large during a meeting before elections are slated to occur. At that meeting, nominations may also be taken from members present. Voting shall be by voice vote, with a ballot vote taken if more than one person is running for office.
2. Officers are elected for a term of one year and may serve no more than two consecutive years in the same position (unless otherwise determined to be in the best interest of the school by current executive board and BCS administration).
3. If there is a vacancy in the office of President, the Vice President will become President. The resulting vacancy in the office of Vice President, and any other vacancies in officers or committee chair persons, shall be addressed in the following manner:
 - a. The executive board shall fill vacancies for officers based upon a priority system. First priority shall be given to members who currently hold an office.
 - b. Second priority shall be given to individuals who currently hold a committee chairperson position.
 - c. Third consideration shall be given to general members based upon years of PTFW membership and participation.
 - d. After such consideration, vacancies may be filled by general members through an election at a regular business meeting. The executive board shall have final approval regarding nominations slated for vote in general elections decided by PTFW membership.
 - e. Committee chair persons shall be appointed by PTFW officers, with input from BCS administration.

ARTICLE V – EXECUTIVE BOARD

The Executive Board shall consist of the PTFW officers, BCS Head of School or Representative, and Standing Committee Chairpersons.

The duties of the Executive Board shall be to transact business between general meetings, create rules and policies, create standing and temporary committees, and prepare PTFW reports and recommendations. Specifically, the Executive Board should prepare a proposed budget to be voted upon by the PTFW general membership at the first regular PTFW meeting of the year.

ARTICLE VI – COMMITTEES

PTFW committees may consist of general PTFW members and PTFW executive board members. The following committees shall be standing committees held by the organization: Fundraising, Athletic Booster Club, Parent Ambassadors, and Fine Arts.

The Executive Board may appoint additional committees as needed.

ARTICLE VII – MEETINGS

The regular meeting of the PTFW shall be on the same day and at the same time each month (August through May), to be determined by the Executive Board. The PTFW Secretary shall notify members of each meeting via email at least one week prior to the meeting.

With prior BCS administrative approval, special meetings may be called by an Executive Board member. Previous notice of such special meeting should be sent to PTFW members at least one week prior to the meeting, via email correspondence.

ARTICLE VIII – FINANCES

A tentative budget shall be drafted in the spring for the following school year and approved at the first fall meeting by a majority vote of the members present.

The Treasurer shall keep accurate records of any disbursements, income, and PTFW account information. The Executive Board should approve all expenses, with ultimate decision making authority to rest with the PTFW President and BCS Head of School.

The Treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Executive Committee. The fiscal year shall coordinate with the school year.

Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills, with the remainder to be allocated at the discretion of BCS, for the benefit of the school.

ARTICLE IX – CONFLICT OF INTEREST

These bylaws are intended to supplement, but not replace, any and all applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. The purpose of such is to protect the school and the PTFW as tax-exempt organizations when their agents contemplate entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization.

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