

## **CONSTITUTION OF THE P.T.F. OF SEATTLE CHRISTIAN SCHOOLS**

### **PREAMBLE**

Believing in the Christ-centered, biblically based principles of cooperation, fellowship, and mutual education and inspiration, we, the parents/guardians and teachers do hereby make and adopt the following articles of this Constitution:

### **ARTICLE I - NAME**

The name of this organization shall be the Parent-Teacher Fellowship (PTF) of Seattle Christian Schools (SCS).

### **ARTICLE II - GUIDELINE**

Our guideline is to be Christ-like and God-honoring in all we do and say: in all of our goals and in all of our procedures.

### **ARTICLE III - PURPOSES**

The purposes of this organization are to encourage fellowship among teachers and parents/guardians of the schools, the building of cooperation, and the pursuit of topics and projects of mutual interest. Its officers provide communication between parents and the administration, and between parents and the School Board. In achieving these purposes the following four goals have been identified:

1. To involve the home and schools in a combined development of each child.
2. To stimulate interest by means of:
  - a. PTF meetings (interesting and worthwhile meetings)
  - b. Activities (social and working)
  - c. Raising funds.
3. To create ways to make parents/guardians a more integral part of the schools and PTF.
4. To identify and provide service for school and community needs and functions.

### **ARTICLE IV - MEMBERSHIP**

Parents/guardians of current SCS students and all faculty, staff, administration, superintendent, and School Board members of SCS are eligible voting members.

### **ARTICLE V - AUTHORITY AND DUTIES**

The PTF shall have authority to implement the purposes of the fellowship in coordination with the schools' administration.

## ARTICLE VI - EXECUTIVE COMMITTEE

### *Section One, Creation of Executive Committee; Meeting Schedule*

In order to ensure the orderly exercise of the PTF's authority and duties, the fulfillment of the PTF's purposes, and to direct the efforts of the PTF, an Executive Committee shall be created and perpetuated as described herein ("the Executive Committee" or "the Committee").

The Executive Committee will generally meet once a month except in the month of July. The Committee may elect by a majority of those present to dispense with a particular monthly meeting, except that there must be an Executive Committee meeting in February and in March (in order to fulfill election requirements). Executive Committee meetings shall be open to attendance by any PTF member.

### *Section Two, Membership*

For the 2006-07 school year, the Executive Committee shall consist of those Executive Committee members returning from the 2005-06 school year and those members elected in the April 2006 election, as well as the designated "non-elected members" (see Article VI *Section Two (2)*).

Beginning with the 2007-08 school year and every year thereafter, the Committee shall consist of eleven "elected members" (nine regular members and two division representatives) and the designated "non-elected members" as described herein.

#### *1. Elected Members:*

##### *a. Regular Members*

There shall be nine elected Regular Members. Terms for each elected Regular Member shall be three years. The terms shall be staggered, so that three Regular Members are elected annually by the eligible voting members of the PTF. A term year is July 1 to June 30 each calendar year. No person shall be elected to more than two consecutive three-year terms as a Regular Member of the Executive Committee. A person who first serves as a Regular Member of the Committee through appointment may thereafter be elected to two consecutive terms. To be eligible to run for election as a Regular Member, a person must expect to have at least one child in an SCS school at all times while serving the three year term.

##### *b. Division Representatives*

There shall be two elected Division Representatives, one from the elementary division (grades K-6) and one from the secondary division (grades 7-12). Terms for each elected Division Representative shall be one year. A term year is July 1 to June 30 each calendar year. No person shall be elected to more than two consecutive one-year terms as a Division Representative. A person who first serves as a Division Representative through appointment may thereafter be elected to two consecutive terms. To be eligible to run for election as a Division Representative, a person must expect that in the upcoming school year he or she will have at least one child in the division they seek to represent.

*c. Eligibility for Nomination/Election*

To be eligible for election to the Executive Committee, a person must be eligible to vote in PTF elections, must submit a current signed Statement of Faith and Commitment as found in the Seattle Christian Schools Association Bylaws (Article IV), and must meet the specific requirements of the position they seek (i.e., Regular Member or Division Representative).

*d. Vacancies.*

Should an elected Committee member leave before his or her term has expired, the Executive Committee may fill the position by appointment by a majority vote of those present at the meeting at which a quorum is present. The prospective appointee will be announced to the Executive Committee at least a week in advance of the meeting at which the appointment vote is scheduled to occur.

When the unexpired term being filled is for that of a Division Representative, the appointee shall serve the remainder of the unexpired term.

When the unexpired term being filled is for that of a Regular Member, if eighteen months or more of the term remains to be served, the appointee shall serve in the position until the next regular election, and the remainder of the term thereafter shall be filled by election. A person elected to fill an unexpired term shall thereafter be eligible for election to two consecutive full three year terms. If less than eighteen months of the term remains to be served, the appointee shall serve the remainder of the unexpired term, and shall be eligible for election to two consecutive three year terms thereafter.

*e. Transition to New Elected Structure*

The transition from the eight-elected-member Executive Committee to the eleven-elected-member Executive Committee shall occur as detailed in Addendum A, attached hereto.

*2. Non-elected members:*

Additionally, the Executive Committee shall include the Superintendent as an ex-officio non-voting member, and one current non-administrative member of the faculty from each division (elementary and secondary) as school-designated voting members of the Executive Committee. Beginning with the 2007-08 school year and thereafter, no one person shall serve as a non-elected voting member for more than two consecutive years.

***Section Three, Nomination and Placement on Ballot***

No later than the January Executive Committee Meeting or January 31 (whichever occurs first), the Executive Committee shall appoint a nominating committee to prepare nominations for election to the positions expiring that year. The nominating committee is to consist of the Election Officer, one SCS staff member, and one or more general member.

No later than February 7 each year, the Election Officer shall announce to the general PTF Membership that nominations are open, which positions are open, the eligibility requirements for each position, and that he or she will accept nominations through 5:00 p.m. on February 28.

The nominating committee shall interview each prospective nominee and confirm that (a) each prospective nominee has signed and submitted the Statement of Faith and Commitment, and (b) meets all eligibility requirements of the position the person seeks. In addition, no more than one person from the same immediate family can be eligible to appear on the ballot. If more than one person from the same immediate family puts forth their names for nomination, the Election Officer shall give them the option of selecting which one appears on the ballot, and if they cannot or do not make the selection, none of them shall be eligible to appear on the ballot.

No later than the March PTF Executive Committee meeting, the nominating committee shall forward the names of all eligible persons interested in being on the ballot to the Executive Committee for approval.

The Executive Committee will approve the final ballot. All eligible persons interested in standing for election to the Executive Committee shall be listed on the ballot. Once the final ballot has been approved, the Election Officer will announce to the general PTF membership the names and a brief biographical summary of all nominees appearing on the ballot. This announcement may be made in conjunction with publication of the ballot pursuant to election method (b) under Section Four.

#### ***Section Four, Elections***

Elections for the PTF Executive Committee shall be held no later than April 30 of each year. Voting shall be done by a vote of the membership of the PTF by secret ballot under either of the following election methods:

- (a) ballots cast by the eligible voters who are present at a scheduled and announced election meeting and who submit their voted ballots to the appropriate designee, or
- (b) ballots cast by the eligible voters when ballots were made available for pick-up (or print-out) by all members in advance of a specified election day, with such ballots being received by the appropriate designee no later than the specified election day.

The PTF Executive Committee shall determine no later than the February Executive Committee meeting which election method (a or b) is to be used and what day balloting will occur (“the election day”). Such decision shall be announced to the PTF Membership not more than two months nor less than one month prior to the election day.

Each voter may cast up to three votes for the Regular Member positions, and one vote for each Division Representative position.

Before accepting a ballot for voting under either election method, the designee(s) of the Executive Committee shall determine whether the person casting the ballot is eligible to vote, and shall record that a ballot has been received from such eligible voter. No person may cast more than one ballot. A person may present the ballot of his or her spouse if the spouse has not

already voted, and the person affirms that the ballot presented is that of the spouse. No proxy voting will be allowed.

The three Regular Member nominees receiving the most votes shall be elected. The nominee receiving the most votes for each Division Representative position shall be elected. In the event of a tie, the current Executive Committee shall determine the winner of the particular position by vote of a majority of the full membership of the Executive Committee.

The Elections Officer shall appoint four to eight people who are not on the ballot to tally the votes. The results of the balloting will be determined by the Election Officer no more than three days following the "election day." The Election Officer shall notify the PTF Executive Committee of the results of the election. Thereafter, the Election Officer will contact each nominee and inform the person whether they were elected to the Executive Committee. Finally, the Election Officer shall announce to the PTF Membership the names of the persons elected to membership in the Executive Committee.

The newly elected members shall hold a joint planning session with the outgoing members to effect an orderly transition. The new Executive Committee shall meet and organize in May and begin planning PTF programs for July 1 to June 30 of the following school year.

### ***Section Five, Officers***

At the first meeting of the newly constituted Executive Committee, the Committee shall elect the officers for the upcoming school year. Officers so elected shall be officers of the PTF and of the Executive Committee. Terms of officers shall be from July 1 through June 30. Any one person may serve in a particular office for up to four consecutive years.

The Executive Committee shall elect at least the following officers: president, vice president, secretary, treasurer, elections officer, and school board liaison. Only elected members of the Executive Committee may serve as one of these required officers. Other positions that the Executive Committee could consider selecting are: social chairman, public relations/historian, events coordinator, volunteer coordinator/recruiter, or any other officer position deemed appropriate by the Executive Committee.

The general duties of the required Executive Committee officers shall consist of:

1. President
  - a. Chair General PTF meetings.
  - b. Chair Executive Committee meetings.
  - c. Direct and assist Executive Committee members in completing their duties and responsibilities.
  - d. Participate in specially-scheduled meetings with the School Board as requested by the School Board.

2. Vice President
  - a. Assist the President and be responsible to chair General PTF and/or Executive Committee meetings in the absence of the President.
  - b. Replace President if the President is incapacitated.
  - c. Maintain a record of all current operating procedures.
  
3. Secretary
  - a. Record member attendance at Executive Committee meetings.
  - b. Record all official minutes of Executive Committee meetings.
  - c. Be responsible for Executive Committee correspondence and records.
  
4. Treasurer
  - a. Receive and disperse funds as authorized.
  - b. Maintain financial records of PTF.
  - c. Make financial records available to the Executive Committee and PTF monthly.
  - d. Work with the Business Manager to report and account for PTF funds.
  
5. Election Officer
  - a. Responsible for chairing and coordinating the nomination committee efforts for the spring election.
  - b. Responsible for coordination of election and determining election results.
  - c. Responsible for all communications related to nomination process and/or election.

No one who intends to run for re-election the following spring may serve as the Election Officer.
  
6. School Board Liaison
  - a. Attend School Board meetings to report on PTF activities to the Board and to all attendees at the meeting.
  - b. Report to and/or discuss with the School Board issues as requested by the PTF Executive Committee, either in the public report referenced above or in a confidential meeting, as appropriate to the matter being discussed.
  - c. Report to the Executive Committee on School Board meetings, or on any matter the School Board wishes to convey to the Executive Committee.
  - d. Participate in specially-scheduled meetings with the School Board as requested by the School Board.

***Section Six, General Authority and Duties of the Committee***

Authority of the Executive Committee shall include all the general authority of the PTF to be found in Article V of this Constitution, providing that no policy adopted by the general membership be violated.

The Executive Committee shall have the authority to appoint PTF members to serve in various coordination and leadership capacities. The Executive Committee shall authorize such subcommittees as it deems necessary to further the purposes of the PTF.

The Executive Committee in coordination with the administration shall identify and prioritize special school needs with written goals, duration, and leadership responsibilities, to be met through PTF activities, and communicate these objectives to the membership.

The Executive Committee in coordination with the administration and the School Board shall identify and pursue appropriate sources of funding for the PTF and shall have the authority to establish budgets and raise and spend funds on behalf of the PTF. The Executive Committee shall establish appropriate safeguards and guidelines relating to accounting for and expenditure of funds.

Except where otherwise specified, the Executive Committee shall make decisions by majority vote of those members present at an Executive Committee meeting for which there is a quorum present.

### ***Section Seven, Attendance***

Executive Committee meetings shall be set in advance. Any scheduling, cancellation or rescheduling of an Executive Committee meeting should be done with at least two weeks advance notice, unless circumstances do not allow for two weeks notice.

No Executive Committee member shall be allowed to continue to serve on the Executive Committee who misses two consecutive or a total of three regularly scheduled monthly Executive Committee meetings within a twelve-month period, except that failure or inability to attend a meeting scheduled or rescheduled with less than two weeks notice shall not be counted under this paragraph. Other exceptions may be made at the discretion of the Executive Committee.

Any PTF member is welcome to attend a PTF Executive Committee meeting.

### ***Section Eight, Quorum***

A quorum of the PTF Executive Committee shall be 2/3 of the voting members of the committee.

### ***Section Nine, Recall and Removal from Executive Committee***

Any member of the Executive Committee may be recalled and removed from his or her office and position on the Executive Committee, as provided in this section. A recall proceeding is initiated when a recall petition bearing the signatures of not less than thirty of the current voting-eligible PTF Members, and containing detailed reasons for the recall is filed with the President or Vice President of the Executive Committee. Within thirty days thereafter, the Executive Committee shall meet to consider and vote on the petition. To recall an Executive Committee member, a minimum of eight Executive Committee members must vote in favor of recall and removal. If the recall petition passes, the position shall be declared immediately vacant. If the recall petition fails to obtain the minimum eight committee member votes, the petition is rejected and the person shall continue to serve on the Executive Committee and in his or her office. The

President or his or her designee shall notify the PTF members who filed the recall petition of the results of the Committee vote.

***Section Ten, Announcements***

All announcements required in this Article shall be made by whatever method seems appropriate to the Election Officer, with the goal of a broad dissemination of the announcement reasonably calculated to reach all or nearly all PTF voting-eligible members.

**ARTICLE VII - GENERAL MEMBERSHIP MEETINGS**

At least three meetings of the fellowship shall be called and announced by the Executive Committee during the school year.

A quorum of the PTF shall be that number present at a regularly scheduled meeting of the PTF.

**ARTICLE VIII - METHOD OF OPERATION**

If procedural questions arise in the conduct of Executive Committee meetings and of business meetings of the membership, the procedure specified by this Constitution, or if not specified by this Constitution, that specified by the then-most-current Robert's Rules of Order, shall be followed.

**ARTICLE IX - AMENDMENT**

This Constitution may be amended only by a vote of the PTF membership (see Article IV). Any member of the PTF may propose an amendment. Prior to being submitted to the PTF membership for a vote, any proposed amendment(s) must be presented in writing and approved by the School Board. Thereafter, this Constitution may be amended by a two-thirds vote of those voting at any regularly scheduled and called meeting of the PTF provided that notice of the PTF vote on such proposed amendment shall be given not less than two weeks nor more than one month prior to the date of the meeting at which the amendment will be voted on.

**ARTICLE X - DISSOLUTION**

***Section One, Vote***

The PTF can be dissolved only by decision of the membership at a meeting called for that purpose. Written notice of this meeting must be sent to all members by mail at least thirty days previous to the date of the meeting. To pass a motion that the PTF be dissolved requires an affirmative vote of two-thirds of the members voting.

***Section Two, Acquired Equipment and Monies***

In case of the dissolution of the PTF, the property and monies belonging to it shall be donated, after liquidation and payment of all debts, to such a Christian educational cause or causes as the

Executive Committee may direct. The School Board has ultimate responsibility for disposition of any PTF funds in the event of a dissolution.

## ADDENDUM A

Transition from the eight-elected member Executive Committee to the eleven-elected member Executive Committee shall occur as follows:

*Regular Members*

For the 2006-07 school year, the Committee shall continue to consist of eight elected members. Two of the then-current Committee members shall be designated as Class I Regular Members and shall serve a one year term. Thereafter, there shall be three Class I Regular Members and the Class I Regular Members shall serve three year terms, with the first election of Class I Regular Members occurring in Spring 2007.

For the 2006-07 school year, three of the then current Committee members shall be designated as Class II Regular Members and shall serve a two year term. Thereafter, Class II Regular Members shall serve three year terms, with the first election of Class II Regular Members occurring in Spring 2008.

For the 2006-07 school year, three of the then current Committee members shall be designated as Class III Regular Members and shall serve a three year term. Thereafter, Class III Regular Members shall serve three year terms, with the first election of Class III Regular Members occurring in Spring 2009.

Designations of Committee members for particular classes shall be done by the Committee, through voluntary designation, consensus, or majority vote of the full membership of the Executive Committee.

*Division Representatives*

For the 2006-07 school year, there shall be no Division Representatives. Thereafter, Division Representatives shall be elected each year, with the first such election occurring in Spring 2007 for the 2007-08 school year.