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# Parent *T*eacher *F*ellowship

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## Overview

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### Foundations

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- **Mission:** “To Educate and Develop the Whole person for the Glory of God!”
- **Vision:** “To be a place of excellence that produces a student of excellence who serves God with excellence.”
- **Goals & Objectives:**
  1. Upward –
    - a. Prayer
      - i. Line of communication
      - ii. Regularly scheduled meetings
    - b. Worship
      - i. Chapel
  2. Inward –
    - a. Fellowship/Hospitality
    - b. Teacher appreciation
    - c. Facility needs and wish lists
  3. Outward –
    - a. Church/Community impact
    - b. Sports
    - c. Alumni
- **Strategic Plan:** TBD when PTF is formed in early/mid September

**1.011 Parent-Teacher Fellowship Charter** (rev 1/23/01, 2/25/2003, 2/24/2004, 11/30/04, 6/27/2006) This charter is the authority for operation of each campus Parent-Teacher Fellowship.

**1.011-1 Purpose** The purposes of the campus PTF are as follows:

- A. To promote unity in our school family through co-ordination of parent programs, communication, fellowship and encouragement of one another, our administration and teachers of each campus.
- B. To continually improve and enhance the quality of our schools in part by supplementing and providing supplies and other school needs through donations and fund raising efforts under the supervision and direction of the Campus Administrator.
- C. To have a positive public relations agency to our community.
- D. To develop between educators and parents such united efforts as will secure for our children and youth the highest advantages in physical, mental, social and spiritual education.

**1.011-2 Limitations on PTF Activity** The PTF may not contractually obligate or legally encumber RCS, nor take any action affecting current or expected RCS operations, programs, revenues or expenditures, without the explicit permission of RCS and/or its legal agents.

**1.011-3 Authority Structure** The PTF shall function in coordination with the Campus Administrator under the authority of the RCS Administration.

**1.011-4 Membership** Parents, guardians, and grandparents of students enrolled in RCS are eligible for membership in the PTF at the campus of enrollment. Faculty and staff of the respective RCS campus shall be members by virtue of position. RCS High school graduates may be eligible for membership if approved by the local Campus Administrator. A Campus Administrator may remove someone from PTF membership with Superintendent concurrence. A majority vote by members present at a PTF meeting shall constitute a quorum.

**1.011-5 Meetings** Each campus PTF may establish its own times and schedules for meeting. It is recommended that the officers meet at least once a month with general meetings of the whole membership at least once a quarter. It is recommended that the election of new officers for the following school year take place in the spring.

### **1.011-6 Officers and Elections**

- A. Each officer of the PTF shall be a parent or guardian of a child enrolled at the campus of the school, or a faculty member.
- B. Each officer shall agree with and support the Statement of Faith. Policies of Board of Directors, Volume 1 9
- C. The officers of the PTF may consist of an elected Chairperson, Vice-Chairperson, Secretary, and Treasurer.
- D. It is recommended that newly elected officers assume their official duties June 1st but serve in conjunction with current officers following the close of the meeting in March. They shall serve for a term of one year or until their successors are elected.
- E. It is recommended that a person shall not be eligible to serve more than two consecutive terms in the same office.

### **1.011-7 Office and Duties**

- A. Chairperson - preside at all meetings, shall perform such other duties as may be assigned to him/her by the PTF, and shall serve as liaison with the Administration. .
- B. Vice-Chairperson - shall act as aid to the Chairperson, shall perform the duties of Chairperson in the absence of Chairperson, and shall chair such committees as is needed.
- C. Secretary - shall record minutes of all meetings of the PTF and shall perform such other duties as may be delegated to him/her.
- D. Treasurer - shall have custody of records of the funds of the PTF and shall keep a full and accurate account of receipts and expenditures. In accordance with the budget adopted by the PTF shall make disbursements as authorized by the Chairperson or Vice-Chairperson. The Treasurer shall present a financial statement at every meeting of the PTF. All funds shall be deposited into an account designated by and authorized by the business office of RCS and management of funds shall be in accordance with RCS accounting practices. The Treasurer shall provide a quarterly reconciliation of the PTF account(s) to the RCS Business Administrator.

**1.011-8 Nomination Process** Each year a nominating committee should be formed to obtain nominees for PTF offices for the following school year.

A. The nominating committee shall nominate an eligible person for each office and report its nominees to the current PTF officers. Suggestions for nominees may be made to the committee by any member. All nominees must be approved by the Campus Administrator.

B. The eligibility requirements for nominations shall be:

1. A parent, guardian, or faculty member of students currently and expected to be enrolled during the term of office.
2. A parent, guardian, or faculty member who agrees with and supports the Statement of Faith (1.011-1).
3. A parent, guardian or faculty member who has demonstrated positive involvement and support for RCS.
4. A parent, guardian, or faculty member who demonstrated qualities of spiritual maturity and are in agreement with the philosophy, doctrine, by-laws, and administrative structure of RCS.
5. A parent, guardian, or faculty member who has signified their consent and desire to serve if elected.

**1.011-9 Vacancies** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the PTF.

**1.011-10 Standing Committees** The PTF of each campus may establish standing committees as appropriate for that campus.

**1.012 Booster Club Charter** (rev 1/23/01, 2/27/2004)

Policies of Board of Directors, Volume 1 10 A Booster Club is a committee under the authority of that campus' PTF.

**ADDITIONAL QUESTIONS?** Please contact Mr. Wilson or Mr. Olson