



**BY-LAWS FOR THE ORGANIZATION AND OPERATION
OF THE
PARENT-TEACHER FELLOWSHIP (PTF)**

AUTHORITY

The creation of the Parent-Teacher Fellowship (PTF) is authorized by the Scottsdale Christian Academy Board of Directors. As the ultimate source of authority for all SCA operations, the Board of Directors approved the provisions of these By-Laws, including the establishment of a governance structure necessary in order to maximize the product and productivity of the Parent-Teacher Fellowship.

GOVERNANCE

Like all other SCA entities empowered by the Board of Directors, the Parent-Teacher Fellowship (PTF) falls under the administrative jurisdiction of the Superintendent. He/she is charged to create the leadership structure, develop all policies related to membership and officers, formulate a comprehensive purpose statement, and initiate all operational procedures necessary in order for this organization to be an effective parent support group. Furthermore, the Superintendent shall whenever he/she or the Board of Directors deems necessary, provide the Board of Directors with operational updates of PTF happenings.

MISSION STATEMENT

The SCA Parent-Teacher Fellowship (PTF) exists to keep open the lines of communication between parents and the school administration, to provide opportunities for the positive and supportive involvement of parents, to facilitate the creation of a school community characterized by Christian fellowship, trust, and mutual respect, to assist in efforts to develop/improve programs and provide needed facilities, and to promote the philosophy, policies, and procedures of SCA.

MEMBERSHIP

Every parent/guardian of a Scottsdale Christian Academy student automatically becomes a member of the Parent-Teacher Fellowship (PTF) when his/her student is officially enrolled in SCA.

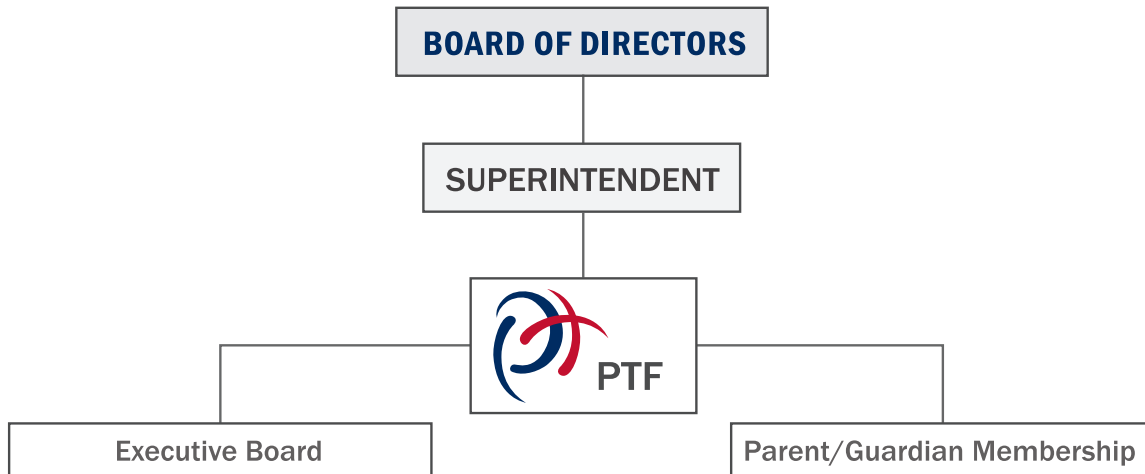
Conversely, membership in the Parent-Teacher Fellowship (PTF) ceases immediately after a family withdraws his/her student from SCA or said student graduates.

No membership fee shall be assessed for membership in the Parent-Teacher Fellowship (PTF).



STRUCTURE

The following structure represents the line of authority and scope of influence of the Parent-Teacher Fellowship (PTF):



LEADERSHIP

Positions

The leadership positions of the Parent-Teacher Fellowship will consist of the officers (President, Vice-President, Secretary and Treasurer) and the grade representatives (one representative per grade level from Kindergarten through 12th grade). PTF officers and grade representatives (i.e., 17 SCA parent leaders) will constitute the Executive Board.

Qualifications

All members of the PTF Executive Board shall possess the following qualifications:

- Meets the spiritual enrollment qualifications of parents (*i.e., having accepted Jesus Christ as personal Savior*)
- Enthusiastically endorses the Academy's philosophy, programs, policies, and procedures
- Complies with all provisions of the Code of Ethics for SCA Volunteers
- In general, is a positive contributing member of the SCA parent body

Officers

The officers of the Parent-Teacher Fellowship (PTF) shall be as follows:

President

The President shall be appointed by the Superintendent to serve a two-year term. The President will oversee all operational functions of the PTF. He/she will work closely with the Superintendent to achieve the goals enumerated in the Mission Statement.



Vice President

The Vice President shall be appointed by the Superintendent to serve a two-year term. The Vice President will assist the President with all PTF functions and will, when necessary when due to absence or resignation of the President, assume the position and duties of the President.

Secretary

The Secretary shall be appointed by the PTF President to serve a two-year term. The Secretary shall keep all official, written records of PTF proceedings and will make such records available to the membership, Superintendent, and Board of Directors.

Treasurer

The Treasurer shall be appointed by the PTF President to serve a two-year term. The Treasurer shall deal with all issues related to the finances of the PTF. The Treasurer shall, on a regular basis, provide a written report of PTF finances to the membership, Superintendent, and Board of Directors.

Whenever a vacancy occurs for any PTF officer position, the vacancy shall be filled in the same manner as original appointments.

Grade Representatives

Thirteen (13) grade representatives (one per grade level from K-12) shall work with the PTF officers to form the Executive Board. Each grade representative shall be named by the PTF President after consultation with the appropriate school-level Principal.

Much like the regulations pertaining to officers, grade representatives will serve one-year terms. Whenever a vacancy occurs for any grade representative position, the vacancy shall be filled by appointment from the PTF President.

MEETINGS

Executive Board

The Executive Board will meet a minimum of four (4) times per school year. The dates, times, and locations for all meetings will be determined by the PTF President.

Total Parent Membership

In addition to the scheduled meetings of the Executive Board, an annual meeting of the parent members will be held each spring. This meeting, organized and executed by the Executive Board, will provide an annual opportunity for the Superintendent to provide PTF members with state-of-the-school type remarks.

AMENDMENTS

The authority to alter, amend, or repeal these Bylaws shall be vested in the members of the Executive Board. A two-thirds majority vote is needed for simple organizational amendments. More serious amendments will be addressed in the section, "Reorganization or Dissolution."



RE-ORGANIZATION OR DISSOLUTION

When, in the opinion of the Board of Directors and the Superintendent, the PTF no longer functions according to the Missions Statement and, thus, compromises the harmonious school environment desired by SCA leadership, the Board of Directors shall direct the Superintendent to re-organize the PTF or make a recommendation to the Board of Directors to dissolve the organization. In either case, the decision of the Board of Directors shall be final, and the Superintendent shall initiate appropriate action to accomplish the Board's mandate.