

**By-Laws of the Parents, Teachers, Friends Club (PTFC)  
of Albuquerque Christian School (ACS)**

**ARTICLE I Name of Club**

- Section I. The name of this organization shall be the Parents, Teachers, and Friends Club (hereafter referred to as PTFC)
- Section II. The club is created by the authority of Albuquerque Christian School, Inc. (hereafter referred to as ACS). The school principal is liaison between the Club and Board. Final Authority in all PTFC matters remains with the Board of Directors of ACS. Other sections in these by-laws may be changed but this one is not subject to change.

**ARTICLE II Purpose of the Club**

- Section I To foster a spirit of friendship and cooperative effort among parents, teachers, and friends of the school.
- Section II To provide an avenue for official fund raising projects to meet non-operational needs of the school.
- Section III To provide a source of helpers for the Board of Directors under their jurisdiction, for major operational fund raisers of the school.

**ARTICLE III Membership**

- Section I Membership is open to all parents, teachers, and friends who are interested in furthering the purpose of ACS.
- Section II Membership is required in order to act as a representative of the club or to Chair/Co-Chair a committee.

**ARTICLE IV Officers and Election**

- Section I The elected officers shall be President, Vice President, Treasurer, Secretary, and Historian. The term of office

shall be one year. An officer may be elected to serve in an office for more than two consecutive terms if they are elected by a 2/3<sup>rd</sup> membership vote.

Section II Nominations will be received at the March meeting and may be made from the floor, provided the consent of the nominee has been obtained.

Section III Officers shall be elected to their offices by majority vote of those present and voting at the April meeting. Election may be by voice vote if there is only one nominee for an office or by ballot if there is more than one nominee.

Section IV The newly elected officers shall assume their respective duties June 1. Each officer shall turn over to the successor all books and property pertaining to that office.

Section V A vacancy occurring in any office shall be filled by the Executive Committee for the remainder of the term. Resignations shall be submitted in writing.

## **ARTICLE V Duties of Officers**

Section I The President shall:

- a. Preside at all PTFC Meetings.
- b. Serve as Chair of the Executive committee and ex-officio member of all committees.
- c. Not be a salaried employee of ACS
- d. Act as advisor to the Executive committee through September 30 of the school year following term served.

Section II The Vice President shall:

- a. Preside in the absence of the President.
- b. Assume the duties of the President in the event of a vacancy.
- c. Act as Executive Assistant to the officers when necessary.

Section III The Treasurer shall:

- a. Receive all monies of the PTFC.
- b. Keep an accurate record of all receipts and expenditures and provide a monthly financial statement.
- c. Ensure the carry-over fund is maintained for the next year.

Section IV The Secretary shall:

- a. Maintain minutes of the meetings and post for the membership to review.
- b. Conduct correspondence as requested. Write a weekly newsletter or update to be distributed with the school's weekly newsletter.

Section V The Historian shall:

- a. Keep a record of each event that the PTFC sponsors. This includes a scrapbook that will have pictures, a brief description of each activity, the costs that are incurred, and whether it was profitable.

## **ARTICLE VI Executive Committee**

Section I The executive committee shall consist of the elected officers and the school principal.

Section II The duties of the Executive committee shall be:

- a. To meet regularly and approve plans of other committees.
- b. To carry out PTFC business between regular meetings and to act on behalf of the PTFC in an emergency.
- c. To make purchases up to \$1000.00 for the benefit of the school with a majority vote of the Executive committee. Larger expenditures will be taken to a vote at monthly PTFC meetings.

Section III All decisions not determined by a vote of the Executive committee will be determined by a majority vote of the

club members. A “majority vote” will be considered the majority of those attending the PTFC meeting in which the vote is taking place.

## **ARTICLE VII Financial Policies**

Section I The fiscal year shall be from June 1 to May 31.

Section II All monies received must be used for the benefit of ACS and for things such as:

- a. Needs of the school administration.
- b. Wish lists of teachers.
- c. Projects approved by PTFC.

Section III PTFC will choose and complete one project per year for the direct benefit of the students, i.e., computers, furniture, playground equipment, etc. The Executive committee will review and prioritize needs to establish a proposed budget.

Section IV All disbursements will be made by check. Those of \$25.00 or less can be reimbursed through petty cash with a receipt of the transaction.

Section V A carry-over balance of \$2500.00 shall be maintained to ensure operations for the new fiscal year. PTFC funds will be part of the school’s annual audits.

**Adopted: May 15, 1989**  
**Effective: May 15, 1989**  
**Revised: March 2005**