

Title: MCA Parent Staff Fellowship (PSF) Bylaws

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Revision History

| Revision | Revision Date | Description of Change |
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| 0 | | Original Release 1.0 from the "Sacred Heart" |
| 1 | 3/29/06 | Made updates to the "Sacred Heart" Bylaws which were established 20 years ago |
| 2 | 6/25/08 | Made updates to the bylaws per the ' PSF bylaw changes' vote: TMB |
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Approvals

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|-----------------|---------------|
| Approval..... | Allison Clark |
| Title..... | MCA PSF Chair |
| Signature | on file..... |
| Date | |

| | |
|-----------------|--------------------|
| Approval..... | Dawn Wiczorek |
| Title..... | MCA PSF Vice-Chair |
| Signature | on file..... |
| Date | |

| | |
|-----------------|-------------------|
| Approval..... | Lynne Cox |
| Title..... | MCA Administrator |
| Signature | on file..... |
| Date | |

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Article I. Purpose

The members of this fellowship have voluntarily organized themselves in an effort to carry out the following:

- Work with the school board, administrator, and staff towards the development and improvement of the school.
- Encourage, and continue to keep the lines of communication open between the staff, board and parents.
- Offer suggestions and concerns to the administrator, staff and school board for consideration in reference to the school and the students' welfare, comfort, and academic and spiritual growth.
- Encourage parental involvement and take an active role in fundraising and special events.

Article II. Mission

To peacefully and simply bind the relationship between our school family, the church, and the greater community through Jesus Christ.

Article III. Philosophy

The PSF is Parent Staff Fellowship. We are a parent driven group similar to a public school PTO with the added benefit of making fellowship amongst staff and families a priority. We incorporate Christ centered ideas to help make our school the best it can be for all children.

Article IV. Scope

The Bylaws within are applicable to all PSF members.

Article V. Definitions

- MCA: Midland Christian Academy
- PSF: Parent Staff Fellowship
- MCOB: Midland Church of the Brethren

Article VI. PSF Membership

The PSF membership includes parents/guardians of MCA students, MCA Education Board, MCOB members, MCA staff and faculty. Active participation is encouraged. All PSF members are required to honor the details of the "Parent Commitment Form". Additional membership requirements apply to the PSF Officer's (see Article X "PSF Officer Requirements").

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Article VII. Membership Termination

Membership in the MCA PSF shall be discontinued when one of the following criteria is met:

1. For Parents: When the parent/guardian no longer has children enrolled in MCA; or
2. For Faculty/Staff: When employment is terminated, and if applicable, when the faculty or staff member no longer has children enrolled in MCA.
3. MCA Education Board: When Term of Office ends.
4. MCOB Members: When church membership is terminated or inactive, and if applicable, when the MCOB member no longer has children enrolled in MCA.

Article VIII. PSF Meetings

PSF Meetings will be held monthly and will last a maximum of 90 minutes in duration, unless otherwise announced. All PSF members are welcomed and encouraged to attend the monthly PSF Meetings. Members who wish to have a topic discussed during a PSF Monthly Meeting, the member must notify the PSF Chair at least 10 days prior to the next scheduled PSF Meeting (Via phone, email and/or written notification) to allow time for inclusion into the Agenda. PSF meetings can only be conducted by the Chair or Vice-Chair unless otherwise appointed by PSF Chair. The meetings must be run by an officer or the meeting will need to be rescheduled. The meetings will have a set agenda created by the PSF Chair and should not vary from one meeting to another. Detailed meeting minutes shall be taken and all new items will be put on next meeting's agenda. Any Agenda items not addressed or resolved during the PSF meeting will be "tabled" until the next month's meeting.

A PSF member wishing to propose an amendment must do so in writing and submit it to any PSF officer. The PSF officer shall then submit the proposal to the PSF board and subsequently the amendment shall be submitted to the PSF membership for discussion and vote. If the vote is held at a PSF meeting, each PSF member wishing to vote may cast only one vote following the voting article guidelines. If a special vote is required, the same guidelines will apply.

Article IX. PSF Voting

Each PSF member may cast one vote in person either at the meeting or in the school office during office hours the day of the vote. See Article XII "PSF Officer Elections, for election voting rights and guidelines.

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All amendments being voted on by the PSF membership must pass with a majority vote. See Article XII "PSF Officer Elections", for election voting rights and guidelines.

Article X. PSF Officer Requirements

The MCA PSF Officer must meet the following requirements to be eligible to hold a PSF Officer position:

- All members of the PSF are eligible to run for PSF Office positions. The only exceptions are the MCA Administrator and MCA Education Board Chair; these positions are not eligible to run for a PSF Office.
- Be a member of the PSF
- PSF Officers must have a sound Christian testimony based on the "Six (6) Basic Tenants of Christianity" (as listed in the Student Handbook)
 - 1) Belief in the Bible as the holy word of God
 - 2) Belief in the atoning works of Jesus
 - 3) Belief in the trinity of Father, Son and Holy Ghost
 - 4) Belief that man is created in God's image and fell into sin
 - 5) Belief in Jesus Christ as man and God
 - 6) Belief in the ministry of the Holy Spirit
- Uphold the PSF Meeting attendance policy for PSF Officers (see Article XI "PSF Offices and Responsibilities")
- To be eligible to run for PSF Chair, you must have attended at least 50% of the PSF meetings that school year.

Article XI. PSF Offices and Responsibilities

The following are the PSF Offices and the responsibilities of each position (offices held for one fiscal year, July 1-June 30):

- 1) **PSF Chair:** Preside over all meetings, call special meetings when necessary, act as liaison between MCA Board, MCA Administrator and PSF, collect and report information on the activities of the PSF, set agenda for PSF meetings, be available to members regarding PSF issues. To be eligible to run for PSF Chair, you must have attended at least 50% of the PSF meetings for the current school year. Must attend at least 90% of the monthly PSF Meetings. (elected for a one year term which runs from July 1 – June 30)

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- 2) **Vice-chair/co-chair:** In the absence or disability of the chair, perform the duties listed above and be available to members regarding PSF issues. Also, provide ongoing support to the PSF Chair and PSF initiatives. To be eligible to run for PSF Vice-Chair, you must have attended at least 50% of the PSF meetings for the current school year. Must attend at least 90% of the monthly PSF Meetings. (elected for a one year term which runs from July 1 – June 30)
- 3) **Secretary** - Take notes during PSF meetings, make available copies of minutes to all members, school board and pastor of the MCOB, note "action" items and include an expected response date, report the minutes from the previous PSF meeting. Responsible for submitting all PSF information to the Webmaster and assisting in updating the PSF portion of the Website. Must attend at least 90% of the monthly PSF Meetings. (elected for a one year term which runs from July 1 – June 30)
- 4) **Treasurer** – Duties include overseeing the care and custody of all funds and securities of the PSF, provide balance sheets and income and expense report to the PSF Committee when called upon to do so, help in the preparation of the annual budget, act as a liaison to the MCA Business Office, aid in fundraising efforts of the PSF. Must attend at least 80% of the monthly PSF Meetings. (elected for a one year term which runs from July 1 – June 30)
- 5) If a new amendment is passed, the secretary will amend the bylaws and reissue an updated version. At the end of the school year, the PSF board will review bylaws for accuracy and any possible changes that may need to be made.
- 6) Should an Officer be unable to finish their term the following will occur:

For office of Chair: The Vice-Chair will assume the position of Chair.

For office of Vice-Chair, Secretary, or Treasurer: There will be a re-election for these offices. An election will occur within 30 days to be conducted per the bylaws.
- 7) Should an officer not uphold their duties stated in Article X and Article XI, the PSF board will seek the counsel of the MCA Administrator and the Pastor of MCOB. The MCA Administrator and the Pastor of MCOB may recuse themselves if a conflict of interest exists. A mediator may also be requested. If deemed necessary, a vote to remove the officer from their position will occur by the PSF officers, the school board, the Administrator and the Pastor. The vote must win by a 2/3 majority.

Article XII. PSF Officer Elections

- 1) Each PSF member may cast one vote during PSF Officer Elections, which are held in May each year. PSF members must be in attendance to cast a vote.
- 2) In April of each year, an election Nomination Form will be distributed to MCA PSF members.
- 3) Anyone running for an MCA PSF Officer position must meet the requirements established for each Officer position.

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- 4) All Nomination Forms are to be returned to the school by the specified due date. Nominations Forms can be returned to your child's teacher, placed in designated Nomination Form box (located in the MCA Office) or returned directly to the PSF Chair or Vice Chair.
- 5) Once Nominations are received, the PSF Chair and Vice Chair will confirm that the nominated individuals are interested in the position and are aware of the Requirements for each position.
- 6) Voting Ballots will be created once the PSF Chair and Vice Chair have confirmed all Nominations.
- 7) Voting on the next years MCA PSF Officers will be done at the May PSF meeting.
- 8) Individuals wishing to cast a vote must be present at the May election meeting.
- 9) Proxy votes will not be accepted.
- 10) The MCOB Pastor will collect all PSF ballots and tally the votes.
- 11) In the case of a tie, another Election Meeting will be scheduled to break the tie.
- 12) PSF Office positions begin July 1 and end June 30 each calendar year.
- 13) If there are no voluntary nominees for a vacant position, the PSF officers collectively have the authority to appoint a willing party to the vacant position. The appointee must be a PSF member. See Article X "PSF Officer Requirements" and Article XI "PSF Offices and Responsibilities" for office requirements and responsibilities.

Article XIII. PSF Committees

A PSF Committee will be established each year for projects that have been approved. Each PSF Committee shall consist of a Chair and contributing members. (Some examples may be: Social Committee, Fundraising Committee, etc...)

All PSF members are eligible to participate on a Committee or to be a Committee Chair. Every effort will be made to appoint a minimum of three (3) people per Committee. The Committee Chair will report committee status updates to the PSF as appropriate.

Article XIV. PSF Coordinators

Coordinators for other activities may work on an individual basis. (Some examples may be: Volunteer Coordinator, Campbell's Label / Box Top Coordinator, Scholastic Book Order Coordinator, etc...)

All PSF members are eligible to serve as a Coordinator.

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Article XV. Finances

1. **Finances.** The PSF will coordinate and assist in various fundraising activities during the school year to provide revenues for otherwise unbudgeted items or services for the MCA academic and extracurricular programs. The PSF Treasurer shall coordinate the depositing and disbursement of PSF monies through the MCA Administrative Office.
2. **PSF Fund.** All monies received by the PSF shall be kept in an MCA designated account entitled "PSF Community Events income/expense". As a designated account, the PSF Community Events income may only be used for the enhancement of MCA academic and extracurricular programs as approved by the PSF with concurrence of the MCA Education Board and MCA Administrator. In the event that the PSF ceases to exist, any outstanding balance in the "PSF Fund" shall be transferred to the MCA general operating fund, and all restrictions on its use are removed.
3. **Deposit of Funds.** All monies received shall be submitted to the MCA Bookkeeper, along with a completed Deposit Slip signed by the PSF Treasurer. Any checks received should be copied and attached to the Deposit Slip for a record of donation as required by the IRS.
4. **Disbursement of Funds.** The PSF Chair must approve all expenditures in support of the PSF or PSF-sponsored activities prior to incurring any expense. The PSF will not be liable for expenses incurred without prior approval of the PSF Chair or Vice Chair. Disbursements will only be made after a Check Request for Reimbursement is submitted to the MCA Bookkeeper. The Request must include all receipts, invoices, and purchase orders and be signed by the PSF Treasurer.
5. **Financial Records.** The PSF Treasurer shall keep an accurate record of all receipts and disbursements. These records shall be reconciled with the MCA Bookkeeper prior to presenting a financial report at any meeting of the PSF. The MCA Bookkeeper will maintain the actual bank statements, deposit slips, check requests, and copies of receipts, invoices, and purchase orders.
6. **Remaining Account Balance at the end of the school Year.** The PSF members, based on a wish list provided by the school, will vote on the disbursement of the remaining amount of funds in the "PSF Community Events Fund" at the end of the school year (June 30).
7. **PSF Discretionary Fund.** The PSF will have a discretionary fund established which will consist of 10% of the previous years NET Fundraising Profit. This money shall be used by the PSF throughout the year to cover PSF expenses (i.e. Pizza for PSF Meetings, childcare during PSF Meeting etc.). The PSF Chair or Vice Chair must approve the expenses incurred on the PSF Discretionary Account. The PSF Treasurer shall keep an accurate record of all receipts and disbursements. These records shall be reconciled with the MCA Bookkeeper prior to presenting a financial report at any meeting of the PSF. The MCA Bookkeeper will maintain the actual bank statements, deposit slips, check requests, and copies of receipts, invoices, and purchase orders. The PSF Discretionary Fund is still auditable by the MCA Administrator and MCA Education Board.

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Article XVI. Roberts Rules of Order

The Midland Christian Academy Parent Staff Fellowship (PSF) will use the Roberts Rules of Order (new edition) as a guideline for conducting monthly PSF Meetings.