



# Parent Teacher Organization

## Handbook

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# **Introduction**

## **Introduction to the PTO**

The Arkansas Christian Academy Parent Teacher Organization (PTO) is an organization whose purpose is to strengthen, enhance and encourage the educational and social environment of Arkansas Christian Academy. Its goals are to complement the school curriculum with additional opportunities for parents, teachers, and students to learn, socialize, communicate, and grow.

The members of the PTO are all those families and staff members who are associated with Arkansas Christian Academy. All families and staff members are encouraged to participate in PTO activities throughout the year, even if they are unable to attend monthly meetings. The PTO Board represents the membership. This board is composed of PTO members who are either elected or appointed to board positions. The board meets monthly throughout the school year, and board members, along with other appointed PTO members, manage the organizational and financial aspects of all the PTO functions.

The PTO operates on an annual budget, which is approved by a PTO membership vote. All members of the Arkansas Christian Academy PTO, attending the monthly PTO meetings, have voting privileges. The money used to sponsor PTO activities is raised through PTO annual fundraising events.

The success of the Arkansas Christian Academy PTO can be measured in the cooperative spirit with which parents and staff work together to share their care and concern for Arkansas Christian Academy students. The PTO's success can be seen in the students' appreciation for their school, their teachers, and the opportunities presented.

The bylaws file can be accessed by the PTO link on the Arkansas Christian Academy home page or in PTO handbook.

## **Mission Statement**

Our mission is to align resources with the mission, vision, and direction of the school to enrich the learning environment while empowering parents, teachers, and students for success. Our desire as a PTO is to exemplify integrity, teamwork and community while fostering productive, healthy partnerships with schoolteachers and administration staff. We will conduct ourselves with humble, positive attitudes as we create and maintain relationships honorably and professionally within the school. The PTO is committed to students, parents, and teachers and will represent itself in a respectful manner at all times.

## **Values**

We will work together as a team with our teachers, administration, and parents for the best interests of our children and our school.

We will operate our organization with honor, integrity, and solid moral values. By doing so, we believe positive influence and results are inevitable.

We encourage parents and teachers to build great relationships with each other and with our children to ensure a better environment for our families and community.

We will help create a safe, secure, and exciting atmosphere which is conducive to learning, growing, and succeeding.

We will be an active support system for our school and its entire staff in every area; giving our time and effort when and wherever needed.

We will maintain a spirit of love, generosity, compassion, and goodhearted fun while performing our tasks.

## **Bylaws**

### **Name**

The name of this organization shall be the Arkansas Christian Academy Parent Teacher Organization.

### **Purpose**

The purpose of the PTO is to foster and promote a better understanding and a closer relationship between the school, the home, and the church. This will enable parents and teachers to more effectively work together through communication, education, and financial support of the best possible Christian education at Arkansas Christian Academy.

### **Membership**

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be members and have voting rights.

## **Meetings**

### **General Meetings**

General meetings of the organization shall be at a time and place determined at least one month before the meeting. The annual meeting will be held at the April general meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meeting time and place at least one week prior to the meeting.

### **Special Meetings**

Special meetings may be called by the president, any two members of the executive boards, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and e-mail.

### **Quorum**

The quorum shall have at least five members of the organization.

### **Executive Board**

The Executive Board shall consist of officers, principal, and Pastor Perry Black.

### **Eligibility**

Members are eligible for office if they have attended and participated in at least 50% of the previous school years' PTO events and meetings.

### **Duties**

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, and prepare reports and recommendations to the membership.

### **Terms of Office**

Officers are re-elected for one year, beginning June 1 and ending May 31 of the following year. Officers may serve no more than two (2) consecutive terms in the same office.

### **Vacancies**

If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If

there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

### **Removal from Office**

Officers can be removed from the office with cause by a majority vote of the executive board.

### **Quorum**

Half the number of board members plus one constitutes a quorum.

### **Nominations and Elections**

Elections - Elections will be held at the last general PTO meeting of the school year. The executive board shall select a candidate for each office and present the slate at that meeting. Nominations may also be made from the floor. Voting shall be by voice if a slate is presented. If more than one person is running for office, a ballot vote shall be taken.

Record Keeping - If the PTO secretary is unable to attend a meeting or if there is a vacancy in the position of secretary, the school secretary will fill this position until filled or the secretary is able to attend the meetings again.

Succession - The Executive Board, including all outgoing and incoming officers, shall meet no later than May 15th of each year for the purpose of creating an orderly transition of each officer's responsibility.

### **Officers - Duties and Responsibilities**

#### **President/Co-president**

- Sets the agenda, calendar, and presides over all monthly PTO meetings & executive committee meetings
- Solicits agenda items & acts as contact person for anyone suggesting an agenda item.
- Supports all committee chairs and scheduled events.
- Serves as PTO spokesperson at school events (e.g. kindergarten preview day, open house, etc.).
- Meets and welcomes new families.
- Shares best practices and networks with other schools' PTO officers.
- Liaison between the PTO and principal and staff.
- Establishes relationships with local businesses and organizations.
- Monitors monthly budget reports.

## **Vice President/Co-President**

- Stands in for the president, as needed, when unavailable to do assigned duties.
- Assists with monthly PTO meetings.
  - Set-up PTO-meetings (tables, chairs, and ensure the needed supplies are available).
  - Provides input/feedback on the PTO website.
- Commits to a two-year term with the goal of moving into the president's role in the second year.

## **Communication Director**

- Authors and distributes a monthly online and printed PTO newsletter that includes the meeting minutes.
- Posts meeting minutes on the PTO website.
- Moderates online tools and social networking.
- Seeks external press coverage for events through local newspapers, cable channels or school email distribution.
- Coordinates printing for PTO events and fundraisers; may include creation of content for flyer or advertisement if requested by activity chair(s).
- Coordinates approval of all publicity material including flyers with school principal.
- Creates templates for consistent PTO communications.
- Delegaties & Manages volunteer(s) to create/update student directory.

## **Recording Secretary**

- Prepares sign-in sheet for all PTO-meetings and collects sheet following meeting adjournment.
- Records and transcribes monthly meeting minutes.
- Prepares PTO correspondence as needed (e.g. thank you notes)  
\*A note for this position: if the PTO secretary is unable to attend a meeting or if there is a vacancy in the position of secretary, the school secretary will fill this position until filled or the secretary is able to attend the meetings again.

## **Event and Fundraising Director**

- Guides and coordinates all fundraising activities for the PTO.
- Recruits chairs, as needed, to run PTO sources of revenue, including but not limited to:
  - Major Fundraiser, currently the Catalog Fundraiser
  - Other fundraising activities
  - Sponsorships
- Serves as initial PTO point of contact for new fundraising proposals.

- Evaluates & research future viability of fundraisers
- Attends monthly PTO meetings and provides updates and information.
- Provides a year-end report to the successor of this position.

## **Committees**

### **Membership**

Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

### **Description of Committee Chair Positions**

Committee chairs work under the direction of the PTO Board of Directors. These positions vary in level of responsibility and duration.

#### **Auction Chair**

- Manages volunteers responsible for:
- Soliciting donations from businesses and individuals (including staff Donations and classroom creations)
- Responsible for auction marketing/promotions
- Set up and break down
- Decorations
- Managing auction volunteers

#### **Ongoing Fundraiser Coordinator**

Responsibilities: include, but are not limited to, promoting ongoing fundraisers such as Kroger rewards.

#### **Health/Wellness Coordinator**

The parent liaison between the school's Wellness committee and the PTO. This coordinator is responsible for keeping up to date with the school's nutrition and wellness programs. The Health/Wellness Coordinator will also research health-related items that could be of benefit to the school such as AED units, epi-pens, etc. This position is responsible for writing grants for all health-related items the school may need.

#### **Teacher Appreciation Chair**

This position is responsible for organizing all events honoring the teachers and staff at our school.

## **Fiscal Policies**

### **Fiscal Year**

The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

### **Banking**

All funds shall be kept in an insured checking account and held at a financial institution.

### **Reporting**

The co-chair shall keep accurate records of any disbursements and income. All financial activity shall be recorded in a computer-based accounting system. ACA shall arrange an independent review of its financial records each year. The co-chairs shall report all financial activity at each PTO meeting.

### **Ending Balance**

The organization shall leave a minimum of \$2,500 in the treasury at the end of each fiscal year.

### **Funds Upon Dissolution**

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent on the benefit of the school.

### **Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.