

Joy Club Bylaws

Article I: Veritas Christian Academy Joy Club

Article II: Mission/Vision

Section 1. The Veritas Christian Academy Joy Club Parent Teacher Association's mission is to connect parents, teachers, staff and students through school activities that promote fellowship, and to organize special events that raise funds for school needs, and to recognize and assist families in need through our benevolent fund while promoting and exhibiting Christ-like behavior in a Christian setting.

Section 2. The Veritas Christian Academy Joy Club Parent Teacher Association shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no political candidate shall be endorsed by the association. Neither the name of the association nor the name of its officers in their official capacities shall be used in connection with any commercial concern nor with any partisan interest or for any purpose other than the regular work of the Joy Club.

Article III: Membership

Section 1. Except as provided in section 2 below, a member is a parent or a legal guardian of a Veritas Christian Academy student. Parents and legal guardians are voting members. Each Veritas family has one vote.

Section 2. Administrators and faculty members are Joy Club members with full voting privileges, whether they are parents of a VCA student or not.

Section 3. Joy Club members covenant to work together in love and humility in such a way that their conduct demonstrates that all members are children of God.

Article IV: Executive Committee

Section 1. The Joy Club shall be governed by an Executive Committee made up of the elected officers of the committee and appointed chairpersons of standing committees. These positions are all non-paid and voluntary. Members of the Executive Committee must be voting members of the Joy Club.

Section 2. The terms of office for all members of the Executive Committee shall be two years with their installation at the last general meeting of the Joy Club at the end of the school year.

Article V: Executive Committee and their Duties

Section 1. The Executive Committee shall consist of not fewer than eight members including President, Vice President, Secretary, Treasurer, Outreach Ministries, Fundraising and two Board members-at-large. The immediate past president will remain a voting member on the Executive Committee for an additional year.

Section 2. The Executive Committee shall carry out the objectives of the Joy Club. They have full power to take such actions, to make such rules and regulations consistent with the Joy Club

bylaws as they may deem necessary and in the best interest of the Joy Club.

Section 3. Duties of the Executive Committee

- a. The President shall preside at all Joy Club meetings, and is an ex-officio member of all Joy Club committees.

- b. The Vice President will preside at all Joy Club meetings in the absence of the President and will be responsible for overseeing the Chairs of all committees. A vacancy in the Office of the President will be filled by the Vice President for the remainder of the current term.

- c. The Secretary will maintain minutes of the Joy Club Executive Committee and General Meetings, and will conduct general correspondence, notify the Joy Club Executive Committee of meeting dates and provide communication to parents and guardians of VCA students. The Secretary will post the agenda for Joy Club one week prior to general meetings. The secretary will post the highlights of any actions taken during the general meetings in all appropriate modes of communication. The Secretary will create and maintain a resource book containing the Joy Club bylaws, Executive Committee responsibilities, committee descriptions and approved/unapproved general meeting minutes. This resource book will be kept in the library. The Secretary will maintain a record of all Joy Club votes.

- d. The treasurer will manage funds, keep the financial records, and give financial reports at general meetings. The Treasurer

shall disburse the funds of the Joy Club only in accordance with a budget approved by the Joy Club Executive Committee or pursuant to an authorization especially made by the Joy Club Executive Committee. The Treasurer must ensure a complete independent audit of the books annually.

- e. Outreach Ministry Member. Explore, plan, and organize programs for internal benevolent programs and outreach programs.
- f. Fundraising Chair will plan, organize and execute fundraising activities. Will maintain a record of all contacts. All fundraising activities will be voted by the Executive Committee.

Article VI: Standing Committees

Section 1. There will be standing committees as required to carry out the objectives of the Association. These committees and their functions will be established by the Executive Committee.

Section 2. The position of all standing committee chairpersons shall be non-paid and voluntary.

Section 3. Special Committees will be established as deemed necessary by the Executive Committee. Special committee chairpersons are not voting members of the Executive Committee.

Section 4. Standing committees, special committees and chairpersons of both may be dismissed by a majority vote of the Executive committee.

Article VII: Elections, Installation, Vacancies

Section 1. In order to be eligible for an elected position in the Executive Committee a person must be a voting member of the Joy Club.

Section 2. Elections will be finalized by the 1st week in June.

Section 3. Installation of the newly elected Officers shall take place June 1.

Section 4. The terms of office shall commence on June 1st.

Section 5. Nominations for candidates shall be presented to the board May 1st.

Section 6. A vacancy occurring in an office, with the exception of the President, shall be filled by a majority vote of the Executive Committee.

Article VIII Meetings, Quorums, Voting

Section 1. Voting

- a. Each member of the Executive Committee is entitled to one vote. In the event that one person chairs two or more standing committees, he or she shall have the right to vote once for each such committee.

- b. A majority vote of those members of the Executive Committee present shall be required for the passage of any motion made at general meetings. Any member of the Executive Committee who is absent for any general or special meeting may assign his or her voting rights to another voting member of the Committee as proxy. The assignment must be in writing, dated and signed by the absent Committee member. Each assignment of voting rights shall be given to the secretary and shall be kept with the records of that meeting.
- c. In the event of a tie, the president will cast the deciding vote.

Article IX: Fiscal Policies

Section 1. The fiscal year of the Joy Club shall run from June 1 to May 31.

Section 2. Policies: It shall be within the power and discretion of the Executive Committee to determine the disbursement of all funds generated through fundraising events. Any funds received through donations shall be deposited to the general fund of the Joy Club and its disbursement shall follow the format set forth in the fiscal policies stated in these Bylaws.

Section 3. Disbursement of Funds: All budgeted expenditures may be disbursed by the treasurer with approval of the Executive Committee in accordance with the current approved budget. Un-budgeted items, which exceed \$100 or those amounts that are not in accordance with the budget which exceeds \$100 may be

disbursed only after receiving approval of the Executive Committee.

Section 4. Tithing One Tenth of Joy Club net receipts shall be presented as a Tithe to the Outreach Ministry Executive Member to be utilized in approved outreach projects.

Article X: Executive Committee Etiquette

Section 1. All discussions within the Executive Committee shall be held in confidence. Executive Committee members shall maintain a spirit of inclusiveness and cooperation.

Article XI: Review and Amendments to the Bylaws.

Section 1. The Executive Committee shall review these bylaws every two years or sooner if deemed necessary. These bylaws may be amended at any regular or special meeting of the Joy Club by a two thirds vote of the members present. Amendments shall be proposed in writing three weeks before a scheduled or special meeting.

Section 2. Copies of the Bylaws shall be available in the Veritas Library.

