

Joy Club Bylaws

Article I: Veritas Christian Academy Joy Club

J.O.Y. = Jesus, Others, You

Article II: Mission/Vision

Section 1. The Veritas Christian Academy Joy Club Parent Teacher Association's mission consists of three main goals. The first is to connect parents, teachers, staff and students through school activities that promote fellowship. The second is to organize special events that raise funds for school needs, and the third, to assist families in need through our benevolent fund. We aim to achieve these goals 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, and one must be present at the meeting to 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 commit 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 (described in Article VI). 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 seven members including President, Vice President, Secretary, Treasurer, 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. The Vice President is a co-signer on Joy Club checks. A vacancy in the Office of the President will be filled by the Vice President for the remainder of the current term as agreed upon by all parties.
- 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 and/or the VCA website. The Secretary will maintain a record of all Joy Club votes.

- d. The Treasurer will manage funds, keep the financial records, and give itemized hard copy reports, including all monthly expenses and revenue at general meetings to the Executive Committee. The Treasurer shall disburse the funds of the Joy Club only as approved by the Joy Club Executive Committee. Two signatures are required on all Joy Club checks; Treasurer and Vice President. The Treasurer must ensure a complete review of the financial records annually, by the Joy Club Executive Committee, and, if necessary, an independent audit.

Article VI: Standing Committees

Section 1. There will be standing committees as required to carry out the objectives of the Joy Club. 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. Standing committee chairpersons are not voting members of the Executive Committee.

Section 4. Standing committees and their chairpersons 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 or when necessary.

Section 3. Installation of the newly elected Officers shall take place July 1st or when necessary.

Section 4. The terms of office shall commence on July 1st or when necessary

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

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, Voting

Section 1. Meetings

- a. It is usual and customary to meet on a monthly basis; a minimum of four Joy Club general meetings shall be held annually. Attendance of all members of the Executive Committee is expected, and the meetings are open to all members of the Joy Club at large. The members shall be advised of the exact meeting dates as early as possible. A copy of the Bylaws shall be made available to all members at the first of such meetings each school year.
- b. An exclusive meeting of the Executive Committee may be called at any time by the agreement of two Executive Committee members.

Section 2. Voting

- a. Each member of the Executive Committee is entitled to one vote.
- 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 July 1 to June 30th.

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: Funds greater than twenty-five dollars will be disbursed by the treasurer only after being brought to the attention of the Joy Club using an official written request form, and receiving the majority of votes of the Executive Committee. Votes will then be recorded by the Secretary at the next general meeting.

However, funds less than twenty-five dollars may be disbursed after being agreed upon by two executive committee members and receipts given to the Treasurer for reimbursement.

Section 4. Benevolent Fund One tenth of Joy Club net receipts shall be directed into a benevolent fund for helping families in need. Mr. and Mrs. Elgut have the primary responsibility in directing these funds in accordance with the mission and vision of the Joy Club. However, an official written request form is also needed for movement of these funds.

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 or on the VCA website.