

Constitution of Tiger PAWS (Parents and Advocates Willing to Serve)
(revised September, 2020)

ARTICLE I - NAME

The name shall be "Tiger PAWS (Parents and Advocates Willing to Serve)".

ARTICLE II - BASIS

The Basis of the Tiger PAWS (Parents and Advocates Willing to Serve) is the infallible Word of God as interpreted by the doctrinal standards of the Reformed Churches.

ARTICLE III - MISSION & VISION

- A. Tiger PAWS mission is to build the OCCS community through prayer, service and financial support.
- B. Tiger PAWS vision is to provide prayer, service opportunities, and financial support for our school because of our commitment to Christian education.

ARTICLE IV - MEMBERSHIP

- A. Members include:
 - a. All parents who have child(ren) attending Orange City Christian School.
 - b. Associate members (anyone not a parent of a current OCCS student) who wish to be involved through service opportunities or financial support.
- B. All members are invited and encouraged to remain informed by attending all open meetings of Tiger PAWS, or by contacting a Tiger PAWS board member.

ARTICLE V – OFFICERS

- A. The Officers (Tiger PAWS Board) of Tiger PAWS shall be as follows:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Three Treasurers (one retires each year)
 - e. Three At-Large (one of these will be the past president for their third year)
- B. The officers for the following year shall be determined by discussion by the current Tiger PAWS Board at a spring meeting.
- C. The Tiger PAWS board shall be represented by as many churches as possible; the majority of the board shall at no time be from one church. At least one board member should be from the Partner Society.
- D. All board members will serve for three years.
- E. Notwithstanding the fact that Tiger PAWS has its own membership and its own officers to govern itself, PAWS shall be subordinate to the Orange City Christian School Board of Trustees, and ultimate authority for decisions relating to Tiger PAWS shall rest with the OCCS Board of Trustees.

ARTICLE VI- MEETINGS

- A. The Tiger PAWS Board shall meet a minimum of four times during the year, more often as required. Meeting minutes shall be provided to the OCCS board for review and information.
- B. Tiger PAWS shall meet each fall at the OCCS Society Meeting to review the prior year's information and approve any major changes.
- C. The full board shall review the general financial ledger of the bank account and income/expense reports at their meetings.

ARTICLE VII- AMENDMENTS

This Constitution, with the exception of Article II may be amended or revised by Tiger PAWS by a two-thirds vote in favor thereof, a quorum of members being present.

Bylaws of Tiger PAWS (Parents and Advocates Willing to Serve)

ARTICLE I - Duties of Tiger PAWS Board

- A. The duties of the President shall be as follows:
 - a. To preside at all meetings and to notify board members of any changes in meeting times, dates, etc.
 - b. To interact with the OCCS School Board as necessary.
 - c. To keep a current list of members and associate members.
- B. The duties of the Vice President shall be as follows:
 - a. To preside when the President is absent
 - b. To assist President throughout the year with communication to learn duties
 - c. To assist President in keeping a current list of members and associate members.
- C. The duties of the Secretary shall be as follows:
 - a. To record all activities of the meetings in the minutes that will be distributed to each Tiger PAWS board member via email.
 - b. Assist President and Vice President in arranging meetings as needed.
- D. The Treasurer and both co-treasurers shall have control of all money of Tiger PAWS and keep a careful record of all the money collected and disbursed. They shall make deposits in the bank in the name of the Tiger PAWS and must submit a report at every business meeting (fall Tiger PAWS meeting). The officer (treasurer or co-treasurer) making the deposit or writing a check must be different from the officer (treasurer or co-treasurer) reconciling the bank statement. The Treasurer and co-treasurer shall aim to keep \$100 in the treasury.
- E. The Tiger PAWS Board and its members will work in cooperation with the Orange City Christian School Board, understanding that ultimate authority rests with the OCCS Board of Trustees.

ARTICLE II - Tenure of Office:

- A. Tiger PAWS Secretary shall be elected each year from current board members.
- B. No officers shall be in the same office for more than three years consecutively.
- C. The Vice President shall serve for a three year term, shall serve as President the second year, and serve as an at-large board member the third year.
- D. At-large members will serve for three years.
- E. The treasurers shall serve for three years. Duties shall be divided up appropriately among the three treasurers.

ARTICLE III - Committees and Work Groups

The Tiger PAWS fundraisers will be headed by a committee (chairs and co-chairs) who will head work groups. All committee appointments are three year terms. The work groups shall be appointed by the Tiger PAWS board. Committee members (chairs and co-chairs) are volunteers who shall be rotated so that at least one former or experienced member is serving. These experienced members shall be the chairs of the new committees. Each committee chair shall give all bills to the Treasurer, who shall be responsible for paying them.

Each Tiger PAWS committee will have a Tiger PAWS board liaison assigned to it. The committees shall notify their assigned board liaison of their meetings, and other communication as necessary. The board liaison will report about their assigned committee at each Tiger PAWS board meeting.

ARTICLE IV- Quorum

Quorum shall consist of a majority of the Tiger PAWS Board members. At least two-thirds of all board members have to be present to have a vote.

ARTICLE V - Revision and Amendment

The bylaws of the Tiger PAWS (Parents and Advocates Willing to Serve) may be amended or revised by Tiger PAWS members by a two-thirds vote in favor thereof, a quorum of members being present. Proposed changes of the bylaws shall be given, in writing, to the membership at the meeting.

Policies of Tiger PAWS (Parents and Advocates Willing to Serve)

- I. Tiger PAWS Board
 - A. The Tiger PAWS board will ensure new families are informed of their responsibilities and any Tiger PAWS meetings. This will be done via the Tiger PAWS Handbook, at fall registration, and through the “Mentor” program.
 - B. Copies of the bylaws, constitution and the policies of Tiger PAWS shall be distributed to all Tiger PAWS Board members at the first board meeting.
 - C. The Tiger PAWS board shall meet to make sure all project committees have committee chairs, co-chairs, and committee workers for the school year.
 - D. The president shall be responsible for calling Tiger PAWS board meetings.
 - E. The president shall write the Tiger PAWS article for the Spotlight.
 - F. The Tiger PAWS board is responsible for planning the fall meeting.
 - G. The Tiger PAWS board is responsible for surveying its members every 5 years (2020, 2025, etc.) to evaluate its purpose, vision and effectiveness of fundraisers and other community-building events. Fundraiser criteria:
 1. Community (OCCS community) aspect
 2. Number of hours of prep required
 3. How much money and time input vs output
 4. Evaluate response in 5 year survey
 5. Service (outside OCCS) aspect
 - H. The school office secretary is responsible for updating the Tiger PAWS information online including project committee lists, Tiger PAWS membership list, the annual financial report, and for emailing other correspondence.
 - I. The treasurer is responsible for submitting an annual written financial report at the fall meeting.

- II. Projects and Committees:
 - A. All committee appointments are three year terms.
 - B. The chairs of each committee shall keep notes on the project and give these to the co-chairs after the project is completed.
 - C. Project workers who are unable to serve on a project are asked to find their own replacement and notify the committee chair of the change.
 - D. Parents of new students shall be excused from committee work for the first two years.
 - E. Anyone wishing to volunteer for a committee may notify a member of the Tiger PAWS board.
 - F. At a spring Tiger PAWS board meeting, the board will discuss new committee appointments. Board liaisons for each committee will be responsible for contacting via telephone or in person those appointed to serve on each respective committee.
 - G. Committee members are asked to check the Tiger PAWS supply cupboard before buying supplies for their project. The Tiger PAWS kitchen committee may be contacted for a list of current supplies as well.