

Constitution of St. John's Lutheran School Parent/Teacher League

Preamble

The name of this organization shall be the Parent/Teacher League (PTL) of St. John's Lutheran Church.

The purpose of the PTL is to support the ministry and programs of the school as a not-for-profit organization. It shall not be a policy-making body for the congregation or the school and is under the authority of the Board of Christian Education.

The objective of the PTL is to unite parents and teachers of this organization in Christian, educational, cultural, and social activities and assist in the spiritual and material endeavors for the welfare of the school, congregation and community.

Article I

Membership and Voting

- A. Parents or Legal Guardians of pupils attending St. John's Lutheran School and all teachers within the school are automatically voting members of the PTL. PTL members may hold an elected office or may chair a standing committee on the Executive Board. The exception is Office of Treasurer who must be a member of St. John's Lutheran Church.

Article II

Executive Board and Duties

- A. The Executive Board shall consist of the elected officers (President, Vice-President, Secretary and Treasurer), chairpersons of all standing committees, school board representative, principal and pastoral counselor. All members of the Executive Board have a right to vote at Executive Board meetings with the exception of the pastor and the principal who are ex-officio members. The President shall not vote, except to break a tie.
- B. The Board shall put together an annual proposal outlining the fund raising needs and activities for the organization. This proposal would also contain long and short-term goals and would help implement goals and needs for the school and students. The proposal of this committee should be presented to the voting membership at the first meeting of each year and be voted upon by those members present.

Article III

Nominations and Elections

- A. The Executive Board shall ask for volunteers from the membership to fill yearly vacancies on the Board. As needed, a nominating committee may be appointed. Names of nominees shall be presented at the March membership meeting and an opportunity shall be given for nominations from the floor. The Vice-President, if vacant, shall fill the office of President. The Executive Board shall fill a vacancy in any other elective office. A successor, from the membership, will be appointed for the balance of the term or office.
- B. Elections shall be by secret ballot and shall require a majority vote of the members in attendance at any regular membership meeting.
- C. New officers shall begin their duties at the completion of the school year in June.

Article IV

Meetings

- A. Robert's Rules of Order shall be used to keep all meetings timely and orderly.
- B. The Executive Board shall set regular membership and Board meeting times.
- C. Special membership or board meetings may be called by the President or by a majority of the Board members. The Board shall hold planning meetings prior to and during the school year.

Article V

Officers and Duties

- A. The officers of this organization shall be President, Vice-President, Secretary and Treasurer.
- B. Terms of office shall be as follows: President, One (1) year; Vice-President, One (1) year; The Secretary and Treasurer shall be elected to serve a Two (2) year term each, during alternate years.
 - 1. The President shall preside at all membership and Board meetings, follow Robert's Rules of Order for timely and orderly meetings, carry out the purposes of the organization, and shall serve, ex-officio, for one (1) year, in an advisory capacity, if called on by the Board.
 - 2. The Vice-President shall perform the duties of the President in case of absence or resignation and shall discharge the duties of the Chair when called upon to do so by the President. This office shall act as parliamentarian and be knowledgeable in Robert's Rules of Order.

3. The Secretary shall keep a record of proceedings of all Board and membership meetings and record of all other matters of which a record is deemed advisable. This office shall at each meeting present a summary of proceedings from the previous meeting.
4. The Treasurer shall have charge of all money, receive and receipt for all money due and payable and shall deposit same to the credit of the organization; and shall submit all bills for payment, subject to the order of the Board. This office shall present a financial report at each meeting. Also, a proposed budget, based on the previous year(s), shall be submitted to the Board for presentation to the voting membership. A maximum of \$2,000.00 in the treasury may carry over to the next year for operation expenses. A yearly audit may be made of the financial record at the formal written request of a majority of the members.

Article VI

Standing Committees and Duties

- A. The following committees whose chairpersons shall be members of the Executive Board, shall be considered Standing Committees: Fund Raising, Volunteer and Programs.
 1. Fund Raising: The objective of this committee shall be to coordinate all fund raising efforts and be responsible for appointing chair people for each event. It is recommended that the Fund Raising Chairperson solicit ideas from the voting membership for the fund raising projects for the year. A chairperson will be appointed or volunteer for this position, with the balance of the committee chosen from volunteers.
 2. Programs: The objective of this committee shall be to develop and plan the invitation of speakers and social programs. These programs are to be coordinated through the chairperson of the Programs Committee and to be approved by the Executive Board. A chairperson will be appointed or volunteer for this position with the balance of the committee chosen from volunteers.
 3. Volunteers: The objective of this committee is to coordinate volunteers for activities throughout the school. A chairperson will be appointed or volunteer for this position with the balance of the committee chosen from volunteers.

Article VII

Amendment and Ratification

- A. This Constitution may be ratified at any regular membership meeting by a majority vote of members present. The Constitution must be brought before the Board of Christian Day School for final approval.

- B. This Constitution may be amended at any regular membership meeting by a two-thirds vote of members present. Notice of the proposed amendment must be given, in writing, at the previous, regular membership meeting or at least two (2) weeks in advance. The amendment must be brought before the Board of Christian Day School for final approval.

Article VIII

Dissolution

In case of dissolution, any assets of this organization shall become the property of St. John's Lutheran congregation.

Date of Adoption: 4-16-96

Date of Review:

Date of Last Revision: 9-4-2014

Standing Rules

- A. The Officers and all Chairpersons of Standing Committees shall submit written annual reports with a review of the activities and responsibilities pertinent to their office for the preceding year. These reports shall serve as resource material for the following year and a guide for the new officers as they assume their duties of leadership. These reports shall be submitted to the President for distribution.

- B. The Office of Treasurer:
 - 1. A paid receipt must be submitted to the Treasurer for reimbursement of an Executive Board approved expense.
 - 2. All checks written on the PTL treasury must have two (2) signatures of designated people from the Executive Board and/or Principal.
 - 3. Scholarships to Lutheran High School shall be limited to the dollar amount set forth in the proposed budget at the start of the school year.
 - 4. All fund raising moneys received under the auspices of the PTL shall be deposited into the PTL checking account. Any separate checking accounts within the organization shall be reviewed by the Executive Board and the School Board.

Such standing rules may be added or deleted as necessary and upon recommendation of the executive Board or School Board. A majority vote is not necessary, but recommended, for mutual acceptance. School year should be noted for reference.