

# **Constitution of the Parent Teacher League of St. John's Lutheran School**

## **Article I: Name**

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

## **Article II: Purpose**

The purpose of the St. John's Lutheran PTL is to support the ministry and programs of the school by promoting partnership between the school and home, so parents and teachers can effectively work together in communicating, educating, and financially supporting the mission of St. John's Lutheran School. The PTL is not a policy-making body and falls under the authority of the Board of Christian Day School.

## **Article III: Objectives**

1. To foster a mission spirit for the school so that more people may be brought into the body of Christ.
2. To promote educational opportunities to bridge home and school partnership.
3. To encourage parental involvement in the school.
4. To organize social activities that promote fellowship amongst stakeholders.

## **Article IV: Membership**

1. St. John's Lutheran School PTL membership is open to all teachers, parents, and guardians of St. John's Lutheran students.
2. All members in attendance have voting rights.
3. PTL members may hold elected membership on the Leadership Team.

## **Article V: Leadership Team**

1. The Leadership Team of the PTL shall consist of six elected members as well as the Principal, Vice-Principal, and Pastor, who are ex-officio members.
2. The six elected members shall each assume responsibility as a coordinator for a key area within the PTL. The six elected members will decide who assumes responsibility for each coordinator position.
3. The Leadership Team fulfills the following functions:
  - a. Leadership Coordinator: will preside at all PTL meetings, follow Robert's Rules of Order, and be responsible for the overall oversight of the St. John's PTL. This chair will only vote to break a tie vote
  - b. Volunteer Coordinator: will be responsible for coordinating volunteers for activities throughout the school
  - c. Records and Public Relations Coordinator: will be responsible for keeping records of all meetings of the organization, shall carry out official correspondence of the organization, and shall perform any duties necessary for public relations of the PTL
  - d. Fundraising Coordinator: will coordinate all PTL fundraising efforts within the school

- e. Service Coordinator: will oversee all activities designed to foster Christian fellowship, promote Christian hospitality and all other activities related to serving our fellow man
  - f. Activities Coordinator: will oversee all social programs designed to create fellowship amongst stakeholders
4. Financial Coordinator: will receive all money for the organization, shall keep accurate record of receipts and expenditures, shall pay out funds as authorized by the organization, and shall perform all other duties necessary for the financial health of the organization. The Financial Chair will be a faculty member of St. John's Lutheran School and a member of St. John's Lutheran Church.

#### **Article VI: Elections**

1. The current Leadership Team will solicit names of volunteers willing to serve on the Leadership Team for the next school year and present them to the school body prior to the vote in May. This may be done electronically or in paper form.
2. The Leadership Team shall be elected annually by ballot vote at the last PTL meeting in May of each school year.
  - a. Elections will be done by secret ballot and require a majority vote of the members in attendance at the PTL meeting.
3. The Leadership Team will assume their elected positions as of June 1.
4. The six elected members may serve no more than three consecutive years in the same coordinator position.

#### **Article VII: Meetings**

1. All PTL meetings are open to any interested parties and will be advertised in advance.
2. Robert's Rules of Order shall be used to conduct all meetings.

#### **Article VIII: Duties**

1. The Leadership Team will put together an annual proposed budget of yearly needs and activities for the organization. This budget will be presented to the regular membership of the PTL for approval at the start of the school year. After approval by the PTL membership body, it will be submitted to the Board of Christian Day School for approval. The Board of Christian Day School will then submit it to the Church Council for final approval of any PTL fundraising activities.

#### **Article IX: Finances**

1. The fiscal year for the PTL will coordinate with that of the school (July 1-June 30).
2. All funds shall be kept in an insured checking account under the name St. John Evangelical Lutheran Congregation PTL Account. The Finance Chair, Principal, and Vice-Principal shall be signatories.
3. Funds expended within the approved budget amounts and paid for personally by a member may be reimbursed by the PTL with proper receipt documentation.

4. A maximum of \$2000.00 in the treasury may carry over to the next school year for operational expenses.
5. A yearly review of the financial records will be conducted at the end of each fiscal year.

#### **Article X: Amendment and Ratification**

1. The Constitution may be ratified at any PTL meeting by a majority vote of the members present. The Constitution must be brought before the Board of Christian Day School for final approval.
2. This Constitution may be amended at any PTL 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 XI: Dissolution**

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

***“Preparing and educating God’s children for life-long service to Christ”***