

# Parent/Teacher League

## By-Laws

### Article I

#### Meetings

- A. Regular meetings of this organization shall be held on the first Monday of October, December, February, and April beginning at 6:30 in the fellowship hall or on such other days or at such other times as published in the church bulletin and school Friday notes.
- B. The Executive Board shall still meet prior to each meeting of this organization at such time and place as the President shall direct. The Executive Board meeting will be held beginning in May with the orientation meeting.
- C. All meetings of this organization and Executive Board members shall, unless inconsistent with its Constitution or by-laws, be governed by Roberts Rules of Order.
- D. No action may be taken at a regular meeting of this organization unless it consist of (a) 20 members in the case of a regular meeting of this organization and (b) 4 members in the case of the Executive Board meetings.

### Article II

#### DUTIES OF THE OFFICERS, COMMITTEES, AND EXECUTIVE BOARD

- A. Officers
  - 1. President- The President shall preside at all the meetings of the organization and the Executive Board and shall perform such duties as usually pertain to that office which includes organizing all meeting agendas and any other such duties.
  - 2. President Elect- The President Elect shall assist the President and shall perform the duties of the President in the latter's absence. The President Elect shall also be the chair person for fundraising.
  - 3. Secretary- The Secretary shall record all minutes of the meetings of the organization and of the Executive Board. The Secretary also is to conduct the correspondence of the organization and perform such other duties as may be prescribed by the Executive Board.

4. Treasurer- The Treasurer shall receive all funds of the organization, shall deposit said funds in to the organization's bank account (or accounts) and shall submit a current financial report at each meeting. They shall preserve all vouchers, receipts, bank statements, and cancelled checks, and shall annually submit these items to the Financial Review Committee. Any operating expenses shall be authorized by the Executive Board. All other expenditures of the League funds shall be authorized by a regular meeting of the organization, either specifically or by approval of League projects. The checkbook is to remain in the school office. Two signatures from the following three, Treasurer, President and Principal, are required as co-signers on the account.

5. Room Parent Chairperson- The Room Parent Chairperson shall oversee the recruiting of a room parent for each class and the distribution of information booklets to each, organize refreshments for all PTL meetings, and assist the eighth grade teacher in arranging the commencement.

6. Room Parent Chair Elect- The Room Parent Chair Elect shall update the PTL handbook and will also assist the secretary with any correspondence needs.

- B. Executive Board- The Executive Board shall prepare Plans designed to achieve the purposes of the organization, shall make recommendations and suggestions to the organization regarding such plans, shall prepare an agenda for each meeting of the organization, shall approve all normal operating expenses, shall coordinate the activities of the various committees, and shall take such other actions as is necessary for the efficient operation of the organization.
- C. Special Committees- Any special committees appointed by the President, Executive Board or standing committees shall have duties as deemed necessary.

### ARTICLE III

#### ELECTION OF OFFICERS

- A. Election of officers shall be held at the April meeting.
- B. Term of office is as follows  
President: one (1) year following one year as President elect  
President Elect: one (1) year followed by one year as President.  
Secretary: two (2) years, Odd years, One (1) re-election  
Treasurer: two (2) years. Even years, One (1) re-election  
Room Chairperson: one (1) years following one year as Chairperson elect  
Room Chairperson-elect: one(1) year followed by one year as Chairperson.
- C. A nominating committee to consist of three members shall be elected by the members at the April meeting. The Executive PTL Board shall prepare a slate of one or more candidates for each office to be filled, shall contact each candidate as to his/her availability to serve, shall present the slate of candidates a week before the April meeting, with elections to follow at the April meeting. Members may make additional nominations from the floor before voting begins. If there is more than one candidate for any office, voting shall be by secret ballot.
- D. In the event of a vacancy in the office of the President, the Vice-President shall succeed to the office of the President for the remainder of the term. In the event of a vacancy in any other office (including a vacancy in the office of Vice-President by reason of his succeeding to the President), the vacancy shall be filled by the Executive Board.

### ARTICLE IV

#### AUDITS

The books and records of the Treasurer shall be examined annually by the auditing committee appointed by St. Paul Congregation. This committee shall report back to the organization with the condition in which the books were found.

### ARTICLE V

#### RELATION TO CHURCH

The organization recognizes the authorities and procedures set forth in the Constitution and by-laws of St. Paul Lutheran Church, relative to the personnel, supervision, and administration of the school, and do not regard these things within it's sphere. Nor shall any resolution be adopted by this organization which would be contrary to the Constitution and by-laws of the St. Paul Lutheran Church.

# ST. PAUL LUTHERAN PARENT/TEACHER LEAGUE

## CONSTITUTION

### ARTICLE I

The name of this organization shall be:

ST. PAUL LUTHERAN PARENT/TEACHER LEAGUE

### ARTICLE II                      GOALS/OBJECTIVES

- A. To help parents and teachers to achieve greater competence in the training of Christian children.
- B. To establish a closer cooperation between the home and school.
- C. To acquaint parents and friends with the work of the school and secure there active interest.
- D. To support any worthy endeavor of the school to further Christian education.
- E. To assist in securing equipment for the school, within the framework of the stewardship program of St. Paul Lutheran Church.
- F. To promote good relations for the school.

### ARTICLE III                      MEMBERSHIP

- A. Parents with students in St. Paul, become a member of this organization by attending a regular meeting.
- B. All members shall be entitled to participate in all the activities of this organization and shall have the right to vote.

### ARTICLE IV

The Executive Board shall consist of the elected PTL officers, chairperson of Committees, and faculty representative. The Pastor(s) at St. Paul Lutheran Church, the principal of St. Paul Lutheran School, and a representative of the congregation's Board of Christian Education shall be ex-officio members.

### ARTICLE V

#### OFFICERS

The elected officers of this organization shall be: President, President-Elect, Secretary, Treasurer, Room Chairperson, Room Chairperson Elect.

## ARTICLE VI

### COMMITTEES

Special committees may be appointed as needed by either the elected officers, the Executive Board, or by the President.

## ARTICLE VII

### AMENDMENTS

This Constitution or any by-laws may be amended by a two-thirds (2/3) vote of the members present at a regular meeting, provided that the proposed amendment has been read at the preceding regular meeting and published in the "Friday Note" for two (2) weeks preceding the vote.

## ARTICLE VIII

### DISSOLUTION

- A. In the event this organization is dissolved, all assets of this organization will thereby become the property of St. Paul Lutheran Church to be used for such purposes as this organization directs at its final meeting. If this organization makes no provisions for the use of such assets, or if the church does not approve of the specified uses, such assets may be used by the church for any purpose.
- B. This organization may be dissolved by a two-thirds (2/3) vote of the members present at a regular meeting, provided that the time of such a meeting and proposal to dissolve the organization has been announced (1) at the preceding regular meeting, and (2) in the church bulletin on two successive Sundays, the second of which shall be at least one week (and no more than four weeks) in advance of such meeting.