

BY-LAWS
ST. PETER'S LUTHERAN SCHOOL
PARENT TEACHER LEAGUE (PTL)

Article I

Our Purpose & Mission Statement

Section 1: Parent Teacher League Purpose

The St. Peter's Parent Teacher League (PTL) is a service and support organization of parents and teachers united to promote the educational and spiritual growth of the students and fellowship among families at St. Peter's Lutheran School.

Section 2: St. Peter's PTL Mission Statement

St. Peter's Lutheran School exists to provide a nurturing, Christian educational environment which assists families in their God-given responsibility of preparing children for an earthly life of Christian witness and eternity with their Lord and Savior.

Article II

Membership

Section 1: Membership

The regular membership of the PTL is inclusive of all faculty and staff of St. Peter's Lutheran School and all parents and/or guardians of students who are currently enrolled. Interested alumni of St. Peter's Lutheran School and parishioners of St. Peter's Lutheran Church may participate in an ex-officio role.

Section 2: Voting Rights

Regular members shall have the rights of voting and holding an office with the exception of paid staff members who may not serve as officers.

Section 3: Ex-Officio Members

The school Principal and the Pastor of St. Peter's Lutheran Church will be ex-officio members of the PTL.

Article III

Officers

Section 1: Offices of the Organization

The offices of the PTL shall be President, Vice President, Secretary, and Treasurer.

Section 2: Leadership Board

The officers of the PTL and the school principal will constitute the Leadership Board and may meet for business purposes as often as deemed necessary. The School Principal will be an Ex-Officio member of PTL Leadership Board.

Section 3: Duties

All Officers will attend PTL general membership meetings and support the Goals and Mission of the PTL.

A. President:

1. Prepares agenda for PTL general membership and Leadership Board meetings
2. Organizes and chairs PTL general membership meetings
3. Ex-Officio member of all committees

B. Vice President:

1. Assumes the role of President if current President is unable to perform duties
2. Assists the President as needed

C. Secretary:

1. Takes minutes during all PTL general membership and Leadership Board meetings
2. Submits copy of minutes from each PTL general membership meeting for approval at the following meeting
3. Maintains the Secretary's File which contains a copy of the current Bylaws, copies of all meeting minutes, copies of all policies and procedures as well as copies of all PTL correspondences.
4. Clerical duties as needed

D. Treasurer:

1. Keeps accurate account of all finances
2. Shall give a financial report at all properly convened PTL general membership meetings and shall prepare a fiscal year-end report at the close of the school
3. Shall maintain the PTL Bank Account and other accounts as needed
4. PTL Bank Account is reviewed at the end of each year by a person selected by the Leadership Board and approved by the principal.

Section 4: Terms of Office

Officer positions serve two year terms and can be reelected to that position one time.

After completing a total of 4 consecutive years for any one leadership position, that officer may be nominated to be on the Leadership Board in a different leadership role.

Terms shall begin at the close of the last meeting of the school year.

No person shall hold more than one office at any given time

All candidates for the Leadership Board are to be cleared by the principal and the current Leadership Board

Article IV

Elections

Section 1: Nominations

Nominations for elected positions shall be made by the Leadership Board. The general membership may make suggestions to the Leadership Board. The Leadership Board shall present their slate of proposed officers at the last scheduled PTL general membership meeting of the school year.

Section 2: Election Procedures

Elections shall be conducted at the last PTL general membership meeting of the school year. Open positions shall be prepared and published at least two weeks prior to this meeting. Additional nominations may be made from the floor through and including election day. Those who have been nominated must have provided their consent to serve prior to the election. The newly elected officers shall take full possession of their offices at the close of the last meeting of the school year.

Section 3: Vacancies

If for some reason a person elected by the PTL general membership is no longer able to perform the duties of that office, the position will be filled by appointment of the Leadership Board to be approved at the next general meeting.

Article V

Meetings

Section 1: PTL General Meetings

The entire body of the PTL will meet in September, November, January, March and May each year. The meetings may be for the purposes of fellowship as well as for business.

Section 2: Meeting Procedures

All PTL general membership meetings will be advertised for two weeks in advance. Any general meeting where business is conducted will have an agenda and minutes will be taken. Minutes will become public information

once accepted by the PTL General Membership or Leadership Board depending on which meeting is applicable. Robert's Rule of Order will be the Parliamentary guide practiced during all meetings.

Section 3: Agenda

All PTL general membership meetings where business is conducted will have an agenda. Any person wishing to have an item placed on the agenda may do so by notifying the President or during the meeting.

Article VI

Voting

All persons identified as a member under Article II are qualified to one vote. All items will be decided by a majority of those PTL members who are present. No PTL member shall be permitted to vote by proxy.

Article VII

Amending the By-Laws

These By-Laws may be amended in a properly convened meeting of the PTL general membership by a 2/3 majority vote of the members present, provided that proposed changes have been published at least two (2) weeks prior to the meeting in which the amendment is voted.

Article VIII

Classroom Representatives

Section 1: Classroom Representatives

Classroom Representatives are suggested for each classroom PK-8 and will act as a liaison between the PTL and the classroom. Classroom Representatives are expected to attend all PTL General Meetings.

Classroom Representatives reach out to other parents with their assigned classroom to keep all families informed and involved. This is an extended role of the PTL and is important to stay up-to-date by attending PTL meetings as they are able.

Section 2: Subcommittees

Standing, special and/or ad hoc committees shall be appointed by the PTL Leadership Board. All members of standing, special, and/or ad hoc committees shall attend the PTL Leadership Meeting and PTL General Membership Meeting where items pertaining to the committee they are a part of are on the agenda.