

TRINITY LUTHERAN SCHOOL PARENT-TEACHER LEAGUE BY-LAWS

Revised September 2011

Article I - Name

The name of this organization shall be Trinity Lutheran School Parent-Teacher League (TLS PTL).

Article II - Mission Statement

Trinity Lutheran School Parent-Teacher League is committed to an open partnership between parents, teachers, and the members of the school's society to work in the best interest of the students and the school. The TLS PTL will provide materials and services, which will benefit the school's educational program.

Article III –Objectives

Section 1

To be a voice for TLS students, parents, and staff members by informing the Board of Christian Schools and the school principal of their constituency's opinions and concerns.

Section 2

To provide assistance to our staff by aiding in the acquisition of materials/items necessary for use in the classroom to optimize educational opportunities for our students.

Section 3

To sponsor certain fundraising events annually to support specific needs of TLS and TLS students. The goals and results of these fundraisers will be communicated to TLS parents and staff.

Section 4

To assist financially with field trips so students can experience outside opportunities that correlate with classroom curriculum.

Addendum to PTL By-laws

Section 5

To assist in activities that will help our students improve in basic skills.

Section 6

To increase the number of new books available for our students in the library and their classrooms.

Article IV – Membership

Section 1

It is necessary for TLS parents and teachers to work together to maintain and foster a successful Christian program.

Section 2

Membership in the league shall be open to:

- a. All parents or guardians of children attending TLS
- b. The faculty/staff of TLS
- c. Any communicant member of Trinity Lutheran Church

Section 3

All members of the TLS PTL are entitled to full voting privileges and participation in the general meetings and to serve in any of its elected or appointed positions.

Article V – Officers, Election, Terms of Office

Section 1

In April, a notice will be placed in the Trinity Trumpet and on the PTL bulletin board seeking nominations for the general election. Those individuals interested in running for any elected office shall complete a nomination form. The forms will be sent home via students. All nomination forms must be returned to the school office and placed in the appropriate envelope. Only those individuals involved in the election process will have access to completed nomination forms. No verbal nominations will be accepted prior to the election. Nominations can be made from the floor the night of the meeting. The election will be held during PTL meeting in May with those present casting votes. The winner will be the nominee receiving the majority of votes cast by PTL members. In the event that no nominations are submitted for a position, the PTL Executive Board

Addendum to PTL By-laws

reserves the right to appoint an individual at any time thereafter as needed to complete the Executive Board.

Section 2

The newly elected board shall begin their tenure at the conclusion of the May PTL meeting.

Section 3

After the May election, the incoming board shall establish the calendar of events for the upcoming school year. The newly elected President shall represent the PTL at the "master calendar" scheduling meeting held in June. The outgoing board shall provide assistance as needed.

Section 4

There is a transitional period for the office of Treasurer beginning with the May PTL meeting and extending until July 1, after the completion of an audit held by the congregation's auditor(s).

Section 5

All officers are elected to a two (2) year term. A person may be elected to serve more than a maximum of two consecutive terms in any one office.

Section 6

In the event of a vacancy in the office of President, the Vice-President shall succeed to the office of President for the remainder of that term then shall continue as President for the following year. In the event of a vacancy in any other elected office, the vacancy shall be filled by election at the next regular meeting of the league. Nominations may be submitted in writing or made from the floor at the time of the meeting. The person receiving the majority of votes cast shall complete the unexpired term.

Section 7

Any officer may resign at any time by submitting a letter to the Executive Board.

Section 8

Any officer may be voted out of office by two-thirds majority vote of the Executive Board for non-compliance of PTL by-laws.

Section 9

No person shall hold these two offices simultaneously: PTL President, PTL Vice-President, PTL Secretary, PTL Treasurer, PTL Volunteer Coordinator.

Article VI – Duties of Officers

Section 1 – President

- a. Presides over all league meetings and Executive Board meetings.
- b. Oversees PTL activities.
- c. Sets agendas for all meetings
- d. Serves as representative to Board of Christian School.
- e. Is co-signor on PTL accounts.
- f. Presents a written summary of the activities of PTL in May.
- g. In the event of a vacancy in the office of Vice President, the President shall assume the duties of the Vice President.
- h. Quarterly attend a teacher's in-service meeting to update/hear issues.

Section 2 – Vice-President

- a. In the absence of the President, or at his/her request, the Vice-President shall perform the duties of the President.
- b. Collaborates with the Volunteer Coordinator and Fundraiser Coordinator to maintain and improve quality programs.
- c. Oversees, not chairs, PTL committees activities.

Section 3 – Secretary

- a. Records and distributes minutes of regular and Executive Board meetings.
- b. Posts minutes in PTL folder in office and on TLS website within one week of each meeting.
- c. Presents minutes from the preceding months meeting at general and Executive Board meetings.
- d. Provides "mailbox" for general members to submit items they wish addressed at general meetings of the PTL.
- e. Keeps files of PTL activities, minutes, and agendas.

Section 4 – Treasurer

- a. Receives all monies directed to the PTL.
- b. Maintains accurate records of itemized expenditures/income.
- c. Maintains balanced bank account/checking account at approved institution.
- d. Pays out funds as authorized by the PTL.

Addendum to PTL By-laws

- e. Presents a statement of accounts at every meeting of the PTL and upon request (including itemizations of balances in each specific fund.)

*Note: The Treasurer's accounts are examined during the transitional period (May – June 30) by the congregation's auditor(s) who, when satisfied that the Treasurer's annual report is correct, signs a statement of that fact. After the audit is completed and the term of office is expired, the Treasurer shall turn over all money and records to the newly elected Treasurer. All debts/invoices are to be paid in full prior to the transference of books.

Section 5 – Volunteer Coordinator

- a. Hands out a volunteer survey. Compiles a list of volunteers and distributes to chair people of various activities.
- b. Maintains an accurate list of those people interested in volunteering for PTL sponsored events/fundraisers.

Article VII – Executive Board

Section 1

The Executive Board is comprised of all elected PTL officers.

Section 2

Responsibilities include:

- a. Reviews by-laws annually.
- b. Communicates ideas and concerns to the Board of Christian School and Principal as needed.
- c. Effectively communicates with teachers, staff, administrators, parents, and students to encourage participation in the PTL.

Section 3

The TLS principal shall act as a liaison between the PTL and faculty and staff. Open communication shall occur between the principal and the Executive Board.

Section 4

Officers shall receive no monetary compensation or gifts for their services.

Article VIII – Meetings

Section 1

General meetings will be held quarterly.

Section 2

The Executive Board shall set the meeting schedule.

Section 3

The approval of business and financial decisions will be by a vote of the majority of members present at the general meetings.

Section 4

Special meetings may be called by the President. A notice will be placed on the PTL bulletin board communicating this.

Section 5

All parents and staff have a voice in the PTL. Anyone wishing to address an issue at an upcoming meeting should have it added to the agenda by submitting it in writing and placing it in the PTL mailbox found in the school office. The submittal should include your name, phone number, date, issue/suggestion/concern. It is requested that this be submitted at least 3 days prior to the meeting so changes can be made to the agenda and it posted on the PTL bulletin board. Time shall also be allowed for open discussion at all meetings.

Article IX – Disbursement of Funds

Section 1

- a. Receipts must be presented to treasurer, for reimbursement or payment. Including:
 1. Vendor information
 2. Purchase description
 3. Quantity and amount
- b. The PTL Executive committee approves general expenditures
- c. Special Requests are approved by majority vote at the PTL meetings.
- d. Once invoice has been paid, the following information should be recorded on the PTL copy of the invoice:

Addendum to PTL By-laws

- a. Paid date
- b. Check number
- c. Check amount

Section 2

Proceeds of the TLS PTL will be directed towards the following programs as determined by 2/3 majority vote of members present at the general PTL meeting. A notice shall be placed in the Trinity Trumpet and on the PTL bulletin board announcing an upcoming vote on allocation of funds. A minimum of \$500.00 is to be transferred annually to the newly elected board.

- a. Teacher Enhancement Fund – bonuses, birthdays, monies for seminars
- b. Resource Fund – classroom supplies, field trips, teacher wish lists
- c. Playground Fund – playground equipment, ground covering
- d. General Fund – for unforeseen PTL expenses and to fund general PTL related activities
- e. 8 Grade Class trip/ Healthy Snack proceeds.

Section 3

The Treasurer shall maintain a ledger of accounts and a budget for the league. This is to be itemized to reflect the activity and balance in each fund.

Section 4

No PTL monies may be used for personal use. Violation of this shall result in immediate termination of office/membership and restitution shall be made to the PTL.

Article X – Amendments

Section 1

These by-laws are reviewed annually. They may be amended at any general meeting of the PTL by two-thirds majority vote of PTL members present. Notice shall be posted on the PTL bulletin board one month prior to the vote.

Section 2

TLS PTL by-laws are approved and supported by the TLS Board of Christian School

Addendum to PTL By-laws

Section 3

PTL meetings shall adhere to the recommendations set forth in “Roberts Rules Of Order”

Section 4

Dissolution of the TLS PTL shall occur if at the conclusion of the general election no nominations are submitted for more than 3 elected offices and these positions remain vacant after the first general PTL meeting in August of that year. In the event the TLS PTL is dissolved, all monies will be directed to Trinity Lutheran School.

These by-laws were voted into effect on October 17, 2011 by 100% majority vote of all PTL members present.

PTL Committees and Activities

Section 1

Committees and activities may be selected by the Executive Board to assist in attaining the goals of the PTL. They may be of any size, as determined by the PTL.

Section 2

The Vice-President shall oversee the following Committees:

- A. Teacher Appreciation Committee
 - 1. Appoint a chairperson for the week's events
 - 2. Help coordinate the teacher appreciation meal
 - 3. Birthday recognition on behalf of PTL
 - 4. Getting Teacher's Wish lists and favorite things list done

- B. Spirit Wear Committee
 - 1. Bi-annual spirit wear order placed
 - 2. 2-3 times a year host a Dress Code Clothing Exchange

Section 3

The Secretary shall oversee the following Committee:

- A. Public Relations
 - 1. Advertise events
 - 2. Advertise PTL meeting dates
 - 3. Update Trinity Trumpet announcements
 - 4. PTL Bulletin Board

Section 4

2011-2012 PTL Activities and Events:

- A. Activities
 - 1. Blue Book folders
 - 2. Clothing Exchange
 - 3. TLS Spirit Wear
 - 4. Healthy Snack Sale

- B. Events:
 - 1. TLS Activity Fair
 - 2. Scholastic Book Fair
 - 3. Sweets & Treats Shoppe

Addendum to PTL By-laws

4. Lenten Lunch/Dinner served at TLC (service project)
5. Plant Sale
6. Teacher Appreciation Week
7. National Lutheran School's Week