

Parent Teacher League Charter & By Laws
St. Paul Lutheran School
Stevens Point, WI

ARTICLE I – NAME

The name of this league shall be St. Paul Lutheran School Parent Teacher League.

ARTICLE II - MISSION

The mission of St. Paul Lutheran School Parent Teacher League is to support the Christian educational experience of students and foster a close connection between school and home. To this end, the PTL will:

- A. Encourage and build positive relationships between parents, teachers, and staff.
- B. Supplement school needs through volunteer and fundraising efforts
- C. Support the vision of St. Paul Lutheran Church and School, "**Connecting Families by Joyfully Sharing the Love of Jesus.**"
- D. Per the St Paul Lutheran constitution, the PTL is supervised by the Board of Day School.

ARTICLE III – MEMBERSHIP

Membership in PTL is automatically granted to all parents and guardians of enrolled students, as well as all faculty, staff, and ministerial staff at St. Paul Lutheran School. Membership in PTL is open to any communicant member of St. Paul Lutheran Church. All members may participate in PTL activities and have the right to vote.

ARTICLE IV – Officers

The League officers will consist of the President, Vice President, Secretary, Treasurer. The League Members can include, Sponsor Relations Coordinator, Principal, School Board Representative, and Faculty Representative. Responsibilities are as follows:

- A. **PRESIDENT:** The President shall preside at all meetings of the league, and shall have general supervision of the league's activities. The President shall establish the agenda for each scheduled PTL meeting. The President shall be an ex-officio member of all committees and as called upon, shall serve as the PTL representative at St. Paul Lutheran School Board of Day School meetings. The President shall provide coordination, supervision, and direction for the other Executive Board members as needed. Must be a communicant member of St. Paul Lutheran Church unless exception is approved by Board of Day School.
- B. **VICE PRESIDENT:** The Vice President shall generally assist the President and in the absence of the President or at his/her request, the Vice President shall perform the duties of the President. The Vice President shall supervise and provide direction to the Teacher Appreciation Week Coordinator, Activities Coordinator, and Refreshments Coordinator. The Vice President shall be an ex-officio member of any committees formed by the previously listed coordinators and in the absence of said coordinators, shall perform their duties. Must be a communicant member of St. Paul Lutheran Church unless exception is approved by Board of Day School.
- C. **SECRETARY:** The Secretary shall permanently record the proceedings of all league meetings and shall attend to all correspondence. The Secretary shall supervise and provide direction to the Publicity Coordinator and the Volunteer Coordinator. The Secretary shall be an ex-officio member of any committees formed by the previously listed coordinators and in the absence of said coordinator, shall perform their duties.

D. **TREASURER:** The Treasurer shall receive all league monies, deposit all funds in league approved financial institution, and disburse all funds as ordered by the league via the St. Paul Accounting Specialist. The Treasurer shall submit a current financial report at each league meeting and a comprehensive report at the end of each budget year. The Treasurer shall preserve all financial receipts, statements, cancelled checks, and vouchers and submit these to the congregation's auditor(s) with the assistance of the St. Paul Accounting Specialist. The Treasurer shall supervise and provide direction to the Funding Allocation Coordinator and the Giving and Servant Event Coordinator. The Treasurer shall be an ex-officio member of any committees formed by the previously listed coordinators and in the absence of said coordinators, shall perform their duties.

League Members

- A. **SPONSOR RELATIONS COORDINATOR:** The Sponsor Relations Coordinator shall hold responsibility for all communications and contact with sponsors and maintain the database of all sponsor information. The Sponsor Relations Coordinator is responsible for determining when to contact sponsors and which events are best suited to which sponsors. The Sponsor Relations Coordinator possesses the liberty to create a Sponsor Contact Committee to assist in the duties of the Sponsor Relations Coordinator if needed. The Sponsor Relations Coordinator shall supervise and provide direction to the Fall, Winter, and Spring Event Coordinators. The Sponsor Relations Coordinator shall be an ex-officio member of any committees formed by the previously listed coordinators and in the absence of said coordinators, shall perform their duties.
- B. **PRINCIPAL:** The Principal shall be responsible for communicating any pertinent information from the school. The Principal shall supervise and provide direction to the Room Parent and Teacher Meal Coordinator. The Principal shall be an ex-officio member of any committees formed by the previously listed coordinator and in the absence of said coordinator, shall perform their duties.
- C. **BOARD OF DAY SCHOOL REPRESENTATIVE:** The Board of Day School Representative shall be responsible for communicating any pertinent information from the Board of Day School to the PTL. The Board of Day School Representative shall share necessary information from the PTL meetings and events to the Board of Day School.
- D. **FACULTY REPRESENTATIVE:** The Faculty Representative shall be responsible for communicating any pertinent information from the faculty to the PTL board. The Faculty Representative shall share necessary information from the PTL meetings and events with the Faculty.

ARTICLE V - BYLAWS

A. MEETINGS/STANDING RULES

1. PTL shall meet regularly during the school year. The PTL shall meet a minimum of 5 times during the school year. Necessary adjustments in meeting dates and times may be made by the PTL.
2. Every effort shall be made to share the minutes of the previous meeting and the agenda for the upcoming meeting at least one week prior to the scheduled meeting date. This information shall be shared via the school email list, school mail system, and/or printed copies shall be made available in the office.
3. Special meetings may be called by 2 PTL members and/ or the Pastor of St Paul Lutheran Church with 24 hours notice.

4. All PTL meetings shall be conducted in accordance with **Roberts Rules of Order Revised**, unless such rules are contrary to this charter or its bylaws.
5. The President shall be the Presiding Officer at all meetings. In the absence of the President, the order of precedence for Presiding Officer shall be the Vice President, Secretary, and Treasurer. These 4 positions constitute the officers.
6. Order of Business: The following shall be the order of business for regular league meetings:
 - a. Call to order by President
 - b. Opening prayer or devotion
 - c. Approval of minutes from previous meeting
 - d. Treasurer's Report
 - e. Principal and Committee Reports (as needed)
 - f. Old Business
 - g. New Business
 - h. Plan for next meeting (date, agenda)
 - i. Adjournment with prayer
7. Voting: Voting shall be conducted by a majority vote of a quorum. A quorum shall be 5 people, one of which must be independent of the officers. Each member in attendance is entitled to one vote. Voting by proxy is prohibited.
8. In keeping with its purpose, the PTL's activities shall be in agreement with the policies of the St. Paul Board of Education. The PTL shall be held accountable by and report to the St. Paul Board of Day School.

B. LEAGUE DUTIES, TERM & VACANCY

1. It is the duty of the officers to develop the PTL's annual budget, establish and oversee committees to conduct the work of the PTL, and set fundraising programs and activities.
2. The officers of the officers shall serve for a term of 2 years, not to exceed 6 consecutive years.
3. Nominations shall be held during the March monthly meeting. Members will Elect officers at the April meeting. Candidates must be present. Officers will be elected by majority vote. If there is more than one nomination for any office, voting shall occur by ballot.
4. Duties of new officers shall begin on June 1st of the elected term.
5. The outgoing and incoming officers shall hold a transitional meeting following the elections and prior to the beginning of the new term. The purpose of the transitional meeting shall be to establish common goals, projected budget, and objectives for the coming year.
6. Vacancies: If there is a vacancy in the office of President, the Vice President will become President and a new Vice President will be elected. If there is a vacancy in another office, members will elect a new officer at the next regular meeting whenever possible. Nomination may be made by nominating committee.
7. An elected officer or member may be removed for cause by the action of the St. Paul Board of Day School.

C. COMMITTEES

1. Nominating Committee shall consist the President, Vice President, Principal, Pastor and a Board of Day School representative.
2. Other committees may be established as requested by the officers
3. PTL President is ex officio member of all committees.

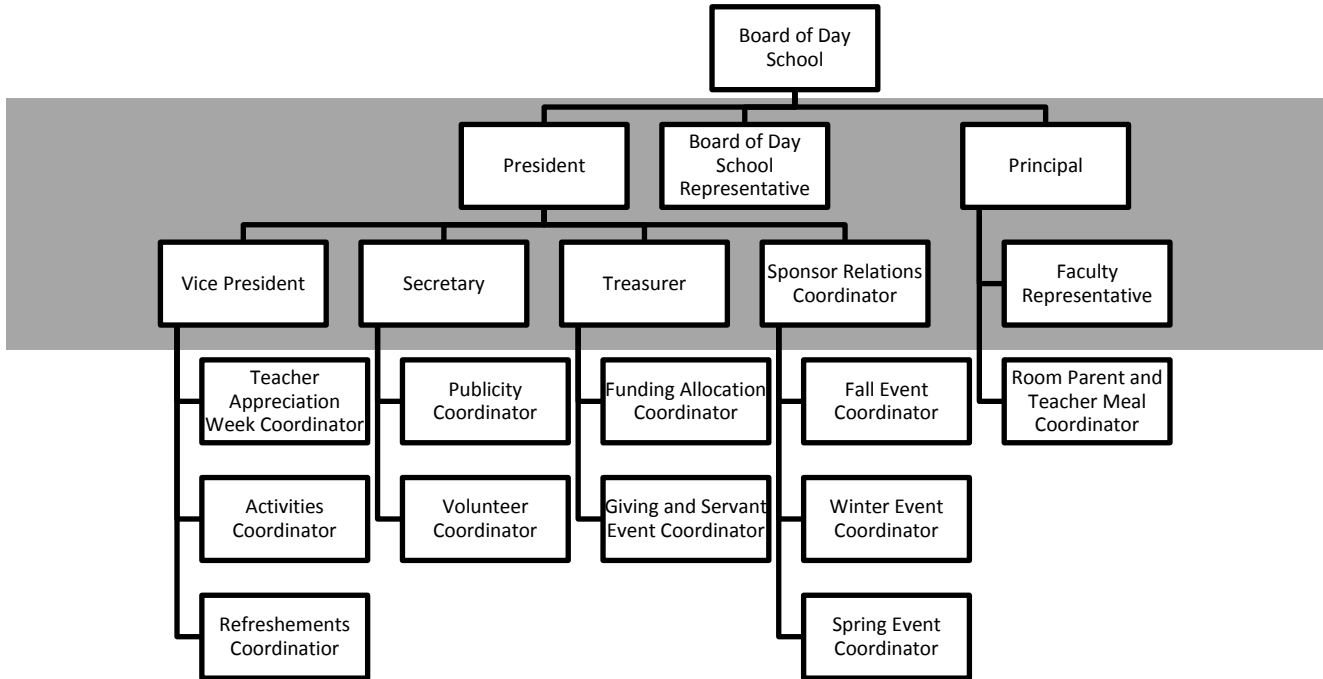
D. FINANCES

1. Fiscal year shall begin on June 1st and end on May 31st of the following year. The fiscal year shall coincide with the term of the newly elected officers.
2. Budget shall be presented and approved by majority vote of members present in November meeting. The budget must clearly state which line items are for a specific purpose and those items may be used without additional voting. Line items which are NOT for a specific purpose (I.e. "unallocated reserve, "durable item expenses", and the like) must be voted upon for any single expense in excess of \$200.
3. The PTL shall strive to hold a minimum of \$2000 in the treasury at the end of each fiscal year. This shall be maintained via the budget line item titled Carry Over Funds.
4. In keeping with the League's purpose of supporting the school through fundraising efforts, PTL shall strive to allocate funds raised in a given year towards the budget of the same year.
5. Should dissolution of the PTL become necessary or advisable, a vote of two-thirds of the members present at a scheduled meeting will be required to dissolve the organization. In the event of dissolution, the officers shall turn over funds as property of the organization to the treasurer of St. Paul Lutheran Church which shall be designated as "School – Other Income."
6. The PTL shall default to follow the guidelines of St. Paul Lutheran Church regarding financial matters not specifically addressed in this constitution.

E. AMENDMENTS

1. Amendments may be proposed by any PTL member.
2. Amendments must be proposed at a regular PTL meeting and shall be considered for voting at a subsequent meeting.
3. An annual review and revisions of this charter by the PTL shall occur in April of each year. Suggestions for changes may be submitted by any PTL member prior to the month of review. Revisions shall be reviewed and approved by the St Paul Lutheran Board of Day School and then voted onto action during the next regular PTL meeting
4. Two-thirds approval of members present is required to adopt an amendment.
5. Amended document shall be dated and will supersede all previous versions.

St. Paul Parent Teacher League Structure



Potential Events and Activities

TEACHER APPRECIATION WEEK COORDINATOR: Falls under the direction and supervision of the PTL Vice President. This Coordinator is responsible for the events, projects, flyers and such related to Teacher Appreciation Week. This coordinator will work together with the Room Parent and Teacher Meal Coordinator for the Faculty meal held during this week.

ACTIVITIES COORDINATOR: Falls under the direction and supervision of the Vice President. This Coordinator is responsible for organizing entertaining and/or educational activities for the PTL.

REFRESHMENTS COORDINATOR: Falls under the direction and supervision of the Vice President. This Coordinator is responsible for organizing refreshments on behalf of the PTL for events such as school programs, plays, and other school activities.

PUBLICITY COORDINATOR: Falls under the direction and supervision of the Secretary. This Coordinator is responsible for the publicity for all PTL events. This includes creation of Flyers and images needed for advertising as well as making advertising and publicity contacts such as to newspapers, television stations and the like. This Coordinator will work with the school staff to create Facebook events for PTL activities and events and to communicate relevant information to parents and guardians via the school mail system and students.

VOLUNTEER COORDINATOR: Falls under the direction and supervision of the Secretary. This Coordinator is responsible for assisting other coordinators in filling volunteering needs for PTL events.

FUNDING ALLOCATION COORDINATOR: Falls under the direction and supervision of the PTL Treasurer. This Coordinator is responsible for working with the PTL Treasurer, the Principal, and the Faculty in bringing recommendations for needs and wants within the school which may be funded via PTL Surplus, Durable, and Project Funds.

GIVING AND SERVANT EVENT COORDINATOR: Falls under the direction and supervision of the PTL Treasurer. This Coordinator is responsible for working with the Treasurer in allocating PTL funds used for giving and servant events such as the Endowment Fund, any Scholarship Funds, and other Funds designated in the budget for use towards any servant events deemed appropriate by the PTL Board and the Activities Coordinator.

SPRING EVENT COORDINATOR: Falls under the direction and supervision of the PTL Sponsor Relations Coordinator. This Coordinator is responsible for the Spring event The Coordinator shall work with the Sponsor Relations Coordinator to acquire donations as needed and the Volunteer Coordinator to obtain the assistance needed to run the event.

WINTER EVENT COORDINATOR: Falls under the direction and supervision of the PTL Sponsor Relations Coordinator. This Coordinator is responsible for the Winter event which is traditionally the Winter Carnival held on the last Friday of January. The Coordinator shall work with the Sponsor Relations Coordinator to acquire donations as needed and the Volunteer Coordinator to obtain the assistance needed to run the event.

FALL EVENT COORDINATOR: Falls under the direction and supervision of the PTL Sponsor Relations Coordinator. This Coordinator is responsible for the Fall event which is traditionally Fall Fest held on a Friday evening in the beginning of October in such a manner as to not conflict with other school events. The Coordinator shall work with the Sponsor Relations Coordinator to acquire all donations needed for the event. This Coordinator will also work with the Volunteer Coordinator to obtain the assistance needed to run the event.

ROOM PARENT AND TEACHER MEAL COORDINATOR: Falls under the direction and supervision of the Principal and/or Faculty Representative. This Coordinator is responsible for recruiting a Room Parent (or multiple parents if needed) for each classroom within the school. The Coordinator shall be the designated contact for communications with the group of Room Parents who will then communicate pertinent information to the families within the classroom. This Coordinator will also schedule and assign the Teacher Meal Events throughout the year.