
Parent Teacher League

St. John Lutheran School

Wheaton, Illinois

CONSTITUTION

Article I – Name

The name of the organization shall be Parent Teacher League (PTL) of St. John Lutheran Church and School, Wheaton, Illinois. The PTL falls under the auspice of the Department of Christian Day School Education and shall adhere to its constitution and by-laws.

Article II – Objectives

- To support any worthy endeavor of the school in furthering Lutheran Christian education.
- To establish a closer relationship between home and school by acquainting parents and friends with the work of the school and securing their active support and interest.
- To propose ways and means of aiding the school in the development of definite projects.
- To promote positive public relations for the school.
- To lend every possible assistance to the teachers in the performance of their duties.
- To sponsor various school fellowship, educational, and fundraising events.

Article III – Members

- All parents of children attending St. John Lutheran School, regardless of church affiliation, are members of this organization. These members will have voting rights and are expected to support this organization through their work on committees and assistance on projects.
- Teachers and staff of St. John Lutheran School, Wheaton, Illinois are voting members.
- The principal of St. John Lutheran School, Wheaton, Illinois is a voting member and advisor to the Executive Board.

Article IV – Officers

The officers of this organization (the Board) shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Internal Publicity Secretary, External Publicity Secretary, Non-Member Counsel, and Board Member-at-Large.

- President, Vice-President, and Treasurer shall be communicant members of St. John Lutheran Church, Wheaton, Illinois.
- The remaining Board positions may be filled by either St. John Lutheran Church communicant members or non-members, provided that the Board maintains a St. John Lutheran Church member majority for voting purposes.
- Officers shall be elected in April and shall serve for the following two (2) school years.
- No officer shall serve more than six (6) consecutive years on the Board.

Article V – Executive Board

The Executive Board is to consist of the aforementioned officers. At the conclusion of his/her presidency, the President shall remain available to the Board for one (1) year in an advisory (non-voting) capacity.

Article VI – Meetings

- A general Membership meeting shall be held at least once during the year.
- The Executive Board meetings will take place monthly during the school year.
- The President or Vice-President (in the President’s absence) may call emergency meetings.
- The Principal may request an emergency meeting.

Article VII – Committees

Standing committees shall be Classroom Care, Booster Club, and committees for each social and/or fundraising event sponsored by the PTL. An Event Chairman shall be selected from the school “Family Commitment Form” and be approved by the Board. The Event Chairman shall be provided committee members from the school “Family Commitment Form.” All families volunteering for an event must be contacted.

Article VII – Amendments to this Constitution

Amendments may be brought forward at Membership meetings. Any such amendment must have approval of the Executive Board and the Department of Christian Day School Education. Amendments may be ratified by $\frac{3}{4}$ majority vote of members in attendance at the following Membership meeting.

Article IX – Dissolution

In the event of dissolution, the assets of this organization shall become the property of St. John Lutheran Church and School.

BY LAWS

Section 1 – Election of Officers

- a) The President shall be elected at the end of an Auction school year and the Treasurer shall be elected on the opposite year. {In the event there is no longer an auction being held every other year; said officers may be elected at any time. The other officers may be elected at any time.} In January, or at the time a position becomes available, a solicitation for names will be placed in the school newsletter (volunteers and nominations.) The slate will be published in the school newsletter. The newsletter currently being the HAPPENINGS.
- b) The Executive Board will prepare the ballot and present the slate at the next regular general Membership meeting for voting by secret ballot by those present (NO proxies accepted.)
- c) Should no names be submitted, the board will fill the positions.

Section 2 – Duties of the Officers

- a) The President shall preside at all meetings of the PTL and the Executive Board and perform all other duties customarily pertaining to the office.
- b) The Vice-President shall act as aide to the President, perform the duties of the President in case of the absence of that officer and perform all other duties customarily pertaining to the office. Will be responsible for the supply inventory and upkeep.
- c) The Recording Secretary shall keep an accurate record of all meetings of the PTL and the Executive Board, distribute the minutes of such meeting one week prior to the next Board meeting and perform all other duties customarily pertaining to the office.
- d) The Treasurer shall receive all monies of the PTL and disburse funds only as authorized by the Board, keep an accurate record of receipts and disbursements, make a report at each regular meeting of the PTL and perform all other duties customarily pertaining to the office. The Treasurer shall at an annual

meeting make a full report for the year. This report must be attested to by the Auditing Committee (consisting of the President, the Treasurer and one Board member) prior to said meeting.

- e) The Corresponding Secretary shall conduct the correspondence of the PTL, be responsible for writing thank you, birthday, and sympathy notes, getting gifts when necessary and shall perform all other duties customarily pertaining to the office.
- f) The Internal Publicity Secretary shall be responsible for getting necessary articles into the school newsletter (the HAPPENINGS) and church newsletter, if any and, the church bulletin. The PTL calendar and bulletin board shall also be the responsibility of the Publicity Secretary.
- g) The External Publicity Secretary shall be responsible for getting information to newspapers regarding activities of the PTL, and upon request of the Principal, information about the school.
- h) Non-Member shall be a non-member of St. John Lutheran Church, Wheaton, Illinois to represent those non-member families enrolled in the school. The Non-Member counsel shall assist the other board members in their duties and assume responsibilities of absent members when possible with further duties to be determined.
- i) Board Member-at-Large may be either a member or non-member of St. John Lutheran Church, Wheaton, Illinois.
 - The PTL calendar for the following school year will be planned and published prior to the end of the current school year (after the May Board meeting.)
 - All books and records shall be turned over to the new officers prior to the first PTL Board meeting of the new school year. A copy of all records shall be kept as history in the PTL cabinet.

Section 3 – Installation of the Officers

The newly elected officers shall attend the May Board meeting and be considered “installed” by the end of that meeting. They shall be prepared to conduct PTL business at the next Board meeting.

Section 4 – Funds

A bank of deposit for general purposes shall be a bank that is approved by the Board. All disbursements shall be made by check with the exception of miscellaneous items under \$5.00, which may be paid in cash. There shall be two signatures on file at the bank for purpose of signing checks. One signature shall be that of the Treasurer, the other, may be either the President or Vice-President. Only one signature is required to make a check valid.

Section 5 – Dues

Dues shall be regulated by the Executive Board, owed by each family, and payable to “St. John Lutheran School PTL.” Dues are to be paid at the time of school registration.

Section 6 – Standing Rules

The Standing Rules may be approved by the Executive Board and the Secretary shall keep a record for future reference.