

MT. CALVARY LUTHERAN CHURCH AND SCHOOL
PARENT TEACHER LEAGUE CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be: Parent Teacher League (PTL) of Mt. Calvary Lutheran School, Diamond Bar, California.

ARTICLE II – OBJECTIVES

The objectives of the Parent Teacher League of Mt. Calvary Lutheran School, Diamond Bar, California shall be:

1. To help parents and teachers cooperate intelligently in the Christian training of the child;
2. To help develop a closer relationship between the congregation, the home, and the school for more effective Christian education;
3. To organize fund-raising activities to support incremental enrichment to the Christian educational experience for the children;
4. To facilitate opportunities for parent participation.

ARTICLE III – PROGRAM AND SCOPE

The PTL shall concern itself primarily with the preparation of a program for its membership, which will help attain its stated objectives. It shall not be a policy-making body for the congregation. Fund-raising activities shall be submitted to the Board of Stewardship for approval prior to implementation. Special projects shall be submitted to the Board of Christian Education for approval.

ARTICLE IV – MEMBERSHIP

All teachers and parents who have children enrolled in the school or preschool of Mt. Calvary Church, Diamond Bar, are members of the PTL. All members shall be entitled to participate in the activities of the PTL and be entitled to hold an elected office.

ARTICLE V – OFFICERS AND COMMITTEES

- A. The elected officers of the PTL shall be a President, Vice-President, Secretary, and Treasurer.

- B. The Board shall consist of the elected officers of the PTL and all committee chair people. The pastor of the congregation, the chair person of the Board of Christian Education, the chair person of the Board of Stewardship, and the principal of the school shall be ex-officio members.

ARTICLE VI – AMENDMENTS

This constitution may be amended by a two-thirds (2/3) vote of the members present, the amendment having been read in the previous regular meeting. The Board of Christian Education and Church Council must approve any amendment approved by the PTL.

ARTICLE VII – DISSOLUTION

This PTL shall not be dissolved as long as at least ten (10) members desire it continuance. In the event of its dissolution, all assets shall be turned over to the Board of Trustees of Mt. Calvary Lutheran Church, Diamond Bar.

MT. CALVARY LUTHERAN CHURCH AND SCHOOL

PARENT TEACHER LEAGUE BY-LAWS

PARAGRAPH I – DUTIES OF THE OFFICERS

Section 1: The duties of the President shall be:

- a. To preside at all meetings of the PTL;
- b. To appoint chairmen of all committees. Additional members on committees may be appointed by the committee chairmen;
- c. To serve as an ex-officio member of all committees;
- d. To be responsible for the execution of all motions passed by the PTL;
- e. To sign check of the PTL disbursement of funds if the Treasurer is unable to do so or is away for an extended period of time;
- f. To keep a permanent file of all PTL special events and fundraisers;
- g. To appoint the Audit Committee at the last regular meeting of the school year;
- h. To appoint a representative to attend the Board of Christian Education meetings and act as liaison between the two organizations.

Section 2: The duties of the Vice-President shall be:

- a. To serve as assistant to the President and in the absence or the inability of the President to serve, shall perform the duties of the office of President;
- b. To see that the annual directory is published;
- c. To invite members, take attendance, and encourage members to attend;
- d. To define, identify and communicate parent participation opportunities.

Section 3: The duties of the Secretary shall be:

- a. To keep minutes of the proceedings of all meetings of the PTL and of the Board meetings and read them upon request;
- b. To conduct official correspondence of the PTL;
- c. To notify members of all meetings and publish any activities in the bulletin;

- d. To sign checks of the PTL for disbursement of funds if the Treasurer or President is unable to do so or if they are away for an extended time;
- e. To track parent participation hours;
- f. Serve as liaison with “room-parents” for cooperation and communication between classroom, PTL and other interested organizations within the Church and School.

Section 4: The duties of the Treasurer shall be:

- a. To receive all PTL monies, deposit all funds in a PTL approved bank, disburse all funds as ordered by the PTL, and submit a current financial report at each meeting and a comprehensive report to be presented at the first meeting of the new school year;
- b. To preserve all vouchers, receipts, bank statements, and cancelled checks and submit these to the PTL Audit Committee;
- c. To keep all vouchers, receipts, bank statements, and cancelled checks for a five (5) year period. (Transfer required materials to replacement Treasurer as officers migrate consistent with the PTL By-Laws).

PARAGRAPH II – NOMINATIONS

Any member may nominate another member for an open seat on the board.

PARAGRAPH III – ELECTIONS

Section 1:

- a. Elections shall be held in the month of May;
- b. The term of office shall be two (2) years;
- c. No officer shall be eligible to succeed himself/herself;
- d. President and Secretary will be elected during the odd years and the Vice-President and Treasurer will be elected during the even years;
- e. The newly elected officers will take office at the conclusion of the regular meeting in May;
- f. The candidate receiving the majority of votes cast shall be declared elected;

- g. Elections shall be by show of hands;
- h. In the event of a tie vote, the presiding officer will cast the deciding vote.
- i. A vacancy occurring in office shall be filled by appointment of the PTL Board to complete the unexpired term. The appointee is eligible for re-election to the same office for a full term;

PARAGRAPH IV – COMMITTEES

Section 1:

Committees of the PTL shall be:

- A. Service
- B. Hospitality
- C. Audit

Section 2:

Committees shall be appointed to serve one school year. The Audit Committee shall be a minimum of two members, one of which is a current member of the Board of Christian Education as selected by that organization.

Section 3:

Ad hoc committees, as may be necessary to carry out the objectives and duly voted projects of the PTL, may be appointed as needed by the PTL Board.

PARAGRAPH V – DUTIES OF COMMITTEES

Section 1:

The Service Committee shall:

- a. Request appropriate approval for large expenditures;
- b. Submit plans for approval of fund-raising projects to the Board of Stewardship;
- c. Execute the approved fundraising projects of the PTL.

Section 2:

The Hospitality Committee shall:

- a. Provide fellowship activities that help to establish closer relationships between parents and teachers;
- b. Be responsible for PTL parties.

Section 3:

The Audit Committee shall:

- a. Review expenditures and records of the PTL Treasurer;
- b. Ensure record retention and transfer between outgoing and newly elected Treasurers (when necessary);
- c. Ensure financial record retention of years is followed;
- d. Submit the audit report to the PTL and to the Board of Christian Education

PARAGRAPH VI – MEETINGS

Section 1:

Meetings of the PTL Board may be held prior to the regular meeting of the PTL and minutes recorded.

Section 2:

Regular meetings of the PTL shall be held during the school year and determined by the PTL Board.

Section 3:

Special meetings may be called by the PTL Board or by written request of ten (10) members to the President.

PARAGRAPH VII – FINANCES

Section 1:

Dues shall be determined by recommendation of the PTL Board with approval by the Board of Christian Education and approval by the PTL at a regularly scheduled meeting.

Section 2:

Dues shall be taken at the time of registration for each family enrolled in the school and preschool for the operating expenses and projects of the PTL.

Section 3:

The PTL Board shall be empowered to spend up to five hundred dollars (\$500) of PTL funds without prior approval of the PTL members in matters requiring discretion. The PTL will present the Board of Christian Education potential expenditures for special projects prior to disbursement of funds.

Section 4:

Disbursements of funds shall be made by check only after proper approval of the expenditure. The check may be signed by any one of the following: Treasurer, President, or Secretary.

Section 5:

The Audit Committee shall audit the Treasurer's records at the end of each fiscal year (July 1 to June 30). This committee, shall not include the Treasurer, and will be appointed by the President and include one member from the Board of Christian Education.

PARAGRAPH VIII – AMENDMENTS TO THE BY-LAWS

Section 1:

These By-Laws may be amended by a majority vote of members at a regular PTL meeting after the approval of the Board of Christian Education and the Church Council.

