

# **Trinity Lutheran School**

## **PTLS By-Laws**

### **School Mission**

Transforming Lives and Cultivating Communities by Making More and Better Disciples for Jesus Christ.

### **Purpose**

The Bible clearly commands parents to provide for Christian upbringing and education of our children. Proverbs tells us, "Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6. PTLS shall help parents and teachers to work together in the Christian training of the children of Trinity. They shall help parents understand and appreciate their children, provide parents with the necessary skills for the Christian nurture and training of their children, and provide Christian fellowship.

The PTLS works closely with both the staff and the School Board to assist the staff and the students both in curricular and extracurricular activities. PTLS is a group of all elementary school and preschool parents (and anyone else in the congregation who wishes to be involved) who are concerned that our students not only receive every opportunity to succeed in their curricular studies but be given every opportunity for the extracurricular activities that are a part of every child's student life. PTLS will share information about school activities and support selected projects.

This organization is not to interfere at any time with the administration of the school in its discipline or curriculum. All activities, including fundraising, of the organization must be in accordance with the bylaws of Trinity Lutheran School/Church and with the approval of the School Board. PTLS is for the purpose of putting forth positive support for the faculty, staff and students.

PTLS is to provide fellowship between parents, families and teachers. PTLS is also to fund non-budgeted items for school

### **Organization and Structure**

PTLS turns to scripture for guidance and instruction in all matters. PTLS is under the guidance of the Principal and the School Board. The PTLS has no right, power or authority to dictate, change or enforce school policy. The PTLS governs itself in matters that it is responsible for through regular meetings.

The officers of this organization shall be a President, Vice President, Secretary, and a Treasurer. Officers are elected at the May meeting every year or to fill vacancy. All officers serve 2-year terms and are not eligible to serve two consecutive terms. Officers must be in good standing as determined by the Senior Pastor. Officers must have a child enrolled in Trinity Lutheran School. Teachers and/or staff may not serve as officers. The newly elected officers begin their respective terms at that time. There will be a summer planning meeting for outgoing officers and incoming officers to hand over duties.

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 the term, or at the Vice President's request, a new President may be elected at the next PTLs General membership meeting. In the event of a vacancy in the office of Vice President, Secretary, or Treasurer, the vacancy shall be filled by PTLs General membership meeting. PTLs members may make additional nominations from the floor to the election with the consent of the nominee. The candidate receiving a majority of the votes shall be declared elected.

**President :** The President shall preside at all meetings of the organization. The President shall perform such other duties as usually pertain to this office. The President shall be a member ex-officio of all committees. The President has the same rights (voice and vote) as the other members.

**Vice President :** In the absence of the President, the Vice President shall perform the duties of the President. The Vice President shall be responsible for the program at regular PTLs meetings.

**Secretary :** The Secretary shall keep a record of the proceedings of the organization, and conduct the correspondence of the organization.

**Treasurer :** The Treasurer shall receive and have charge of all monies payable to the organization and deposit them to the credit of the organization in a financial institution as may be designated. Such funds shall be disbursed by the Treasurer only when authorized by the organization and/or Principal. Monthly financial reports shall be submitted at meetings. A comprehensive report shall be submitted at the end of the school year. An annual report shall be submitted to the School Board. The Treasurer shall also prepare a proposed budget for the following school year and present it to the Executive Board in May/June for approval.

## **Committees**

Committees can be created and appointed by the President, Executive Board, or the PTLs as needed to promote the objectives and plan the activities of the PTLs. Committees may include Fundraising, Hospitality, Membership, Communications, Family Events, etc. The board may create additional committees as needed. Committees may consist of members and board members, with the president acting as an ex-officio member of all committees. Parents and members who wish to assist in activities may contact the event/ committee chair.

## **Meetings**

1. Regular Meetings. The executive board shall determine the date of the first PTLs meeting of the school year. This meeting shall be in the month of September.
2. Meetings of the executive board shall be held monthly. Deviations from regularly scheduled meetings will be at the discretion of the Executive Board.
3. Special Meetings. Special meetings may be called by the president.
4. Executive Board may conduct voting via e-mail if necessary.
5. Meeting dates and times shall be publicized.
6. All PTLs members are eligible to vote

## **Policies and Procedures**

As is stated in the introduction under Structure, the PTLs has no right or authority to dictate, enforce, change or alter school policy. However, the following policies have been established for a smooth running of PTLs.

1. All activities and events planned by PTLs are under the supervision of the Principal.
2. Any complaints, problems, or issues dealing with the policies and procedures stated in the School Handbook by the School Board are handled with the School Board. PTLs is not designed to be a platform for complaints or gossip.
3. PTLs is not involved in the teaching aspects of the classrooms.
4. Fundraising activities must be approved by the Principal prior to implementation.
5. There shall be a minimum of four regular meetings during the school year.
6. Any member may, at any regular meetings, make suggestions and recommendations from the floor during the business portion of the meetings.
7. All suggestions, recommendations and items to be voted on require a simple majority for passage. The only exception is the amending of the by-laws of the PTLs. Amendments of the bylaws require a 2/3 majority of the PTLs members present and the approval of the School Board.
8. A tentative budget shall be presented at the May/June meetings for the next school year. It shall be approved by a majority vote of the members present.
9. All monies will be collected and counted with two people present with one of those individuals being a staff member of Trinity.

## **Dissolution**

If this organization should become dissolved, the assets shall become the property of Trinity Lutheran School.