

BYLAWS

Central Lutheran School – Parent Teacher League (PTL)

ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be called Central Lutheran School Parent Teacher League of Newhall, Iowa.

ARTICLE II. OBJECTIVES

Section 1. Specific Purpose

- a. To bring a closer relationship to Home, School and Church and to provide parents and teachers with skills needed for Christian Child Nurturing.
- b. To help teachers increasingly understand the needs to the Christian home and to help parents understand Central Lutheran School.
- c. To raise funds for the special needs and activities of Central Lutheran School.

Section 2. Policies

- a. The purpose of this League shall be primarily educations. This shall be developed through business and/or social meetings and activities.
- b. The League shall not seek to direct the administration functions or policies of the school, which is governed by the Central Lutheran School Board of Directors.
- c. All tangible projects related to the properties o the school and building shall be coordinating with the Board of Directors through the Principal.

ARTICLE III. MEETINGS

Section 1. Regular Meetings

Meetings of the Central Lutheran School Parent Teacher League shall be held on a regular basis at the discretion of the Board of Directors. The President of the League shall attempt to follow Robert's Rules of Order.

Section 2: Special Meetings

Special meetings may be called by the Principal or a simple majority of the Board of Directors.

Section 3. Voting

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

- a. Membership of the League shall be open to any family participating in Central Lutheran School.
- b. Voting membership is restricted to any parent or legal guardian that has a child or children in Central Lutheran School and Faculty/Staff employed by Central Lutheran School.

ARTICLE V. BOARD OF DIRECTORS

Section 1. General Powers

The affairs of the PTL shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs.

- a. The Board of Directors shall prepare short and long-range plans designed to achieve the purpose of the League.
- b. The Board of Directors hears the reports of the Standing Committees and shall amend and/or approve them as necessary.
- c. The Board of Directors prepare the agenda for each regular meeting and attempt to publish it in the school Corresponded prior to the regular meeting.

Section 2. Terms

The Vice-President shall be elected for a two-year term. After serving the first year in this office, the second year the Vice-President becomes President.

The Secretary and Treasurer shall be elected for a two-year term in alternating years.

In the event of a vacancy in the office of the President, the Vice-President shall succeed to the office of the President for the remainder of the term. In the event of a vacancy in the office of Vice-President, Secretary, Treasurer, the vacancy will be filled by election at the next regular meeting of the league. Nomination are to be made from the floor and the person receiving the majority of votes cast shall fill the expired term.

Section 3. Officers

Election of officers shall be held in the month of the spring meeting by ballot. The Executive Board shall prepare a slate of candidates. League members may make additional nominations from the floor prior to the election. Their duties shall start prior to the regular fall meeting.

The Board of Directors includes all elected officers and the Principal.

- a. President- The President shall preside at all meetings of the League. He/she shall be an ex-officio member of all committees and have general supervision of all League activities.
- b. Vice-President- The Vice-President shall generally assist the President, or at his/her request, the Vice-President shall perform the duties of the President.
- c. Secretary- The Secretary shall permanently record all the proceedings of the League, Board of Directors meetings and shall attend to all correspondence. He/she must provide a copy of the minutes to the school office for publishing and provide the last regular meetings minutes at each regular meeting.
- d. Treasurer- The Treasurer shall receive all League moneys, shall deposit all funds in a League approved bank and shall disperse all funds as ordered by the League. The Treasurer shall submit a current financial report before each regular League meeting and at the end of the fiscal year. He/she shall preserve all vouchers, receipts, bank statements and cancelled checks and shall submit all these to the annual audit.

Section 4. Standing Committees

The Board of Directors shall appoint a willing volunteer to be Chair and or Co-Chair of all committees.

- a. Staff Appreciation Committee- The goal of the Staff Appreciation Committee (SAC) is to show appreciation to the staff at Central Lutheran School. During National Lutheran School Week, SAC will also recognize and thank the school board members, pastors and other volunteers for their time and talents.
- b. Spring Fling Committee- Consists of the parents of the 1st and 6th grade classes. They are responsible for organizing, publicizing, planning and supervising this bi-annual event.
- c. Brunch Committee- Consists of the parents of the 4th grade class. They are responsible for planning and organizing the Annual Brunch, which takes place the THIRD Sunday of OCTOBER. The prior year's brunch Chair shall be an Ex-Officio member of the Brunch Committee.
- d. Open House Committee- Members of the PTL will provide treats for the evening in the cafeteria.
- e. Family Movie Night Committee- Consist of members of the Executive Board and teachers. This committee will plan and organize a family movie event.
- f. 8th Grade Graduation Committee- Consist of the parents of the 7th grade class. They are responsible for the planning of the 8th grade graduation and reception.
- g. Annual Production Committee- This event is typically an annual event during the spring. If the musical is being presented by students in Kindergarten – 4th grade, then Kindergarten parents/guardians will organize and plan for refreshments following this event. If the 5th-8th grade students are presenting the musical, then 5th grade parents will organize and plan the event.

Section 5. Compensation

Members of the Board of Directors shall not receive any compensation for their services as Directors.

Section 6. Removal

Any member of the Board of Directors may be removed with or without cause, at any time, by majority vote by the Board of Directors if in their judgment the best interest of the League would be served thereby. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office.

ARTICLE VI. AMENDMENTS

Any amendments to these by-laws may be amended by a two-thirds (2/3) majority vote of the members present at a regular business meeting of the League, provided that the proposed amended has been submitted and read in the previous regular business meeting.

ARTICLE VII. DISSOLUTION

In the event this League shall be dissolved, all assets shall become the property of Central Lutheran School, Newhall, Iowa.

ADOPTION OF BYLAWS

We, the undersigned, are all of the initial directors or incorporators of Central Lutheran School Parent Teacher League, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the 4 preceding pages, as the Bylaws of this League.

ADOPTED AND APPROVED by the Board of Directors on this ____ day of _____, 20__.

Stacy Wolf, President – Central Lutheran School Parent Teacher League