

By-Laws of the Salem Lutheran School Parent-Teacher League

Article 1: Name

The name of this organization is the Salem Lutheran School Parent-Teacher League (PTL), Gretna, Louisiana.

Article 2: Mission Statement

The Salem Lutheran School Parent-Teacher League is dedicated to assisting the faculty and staff of Salem Lutheran School in providing for the academic, spiritual, physical, and social development of our children, by sponsoring fundraising activities as well as supporting and participating in all of the school's functions.

Article 3: Basic Policies

- The PTL shall be non-commercial, nonsectarian, nonpartisan, and non-profit.
- The PTL shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control their policies.
- The PTL may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTL in such matters shall make no commitments that bind the PTL.

Article 4: Membership and Dues

Section 1: Any parent or guardian of students, any teacher or other staff member of Salem Lutheran School who subscribe to the objectives and basic policies of the PTL may become a member of the PTL, subject only to compliance with the provisions of the bylaws. Membership in the PTL shall be available without regard to race, color, creed, or national origin.

Section 2: The PTL shall conduct an annual enrollment of members at the beginning of each school year, but persons may be admitted to membership at any time.

Section 3: Only PTL members in good standing of the PTL shall be eligible to participate in its business meetings, or to serve in any of its elective or appointive positions. A member in "good standing" is defined as a member who has paid their PTL dues in full for the current year.

**Note: Dues were not assessed or collected for the 2009—2010 school year as the PTL was in a rebuilding stage. A member in "good standing" for the year 2009—2010 will be defined as any parent/guardian/teacher/staff member of Salem Lutheran School who has participated in the PTL meetings to date.*

Section 4: Each family with children in the school, including teachers and staff, will pay a \$15 membership fee annually. Beginning with the 2010—2011 school

year the annual PTL membership fee will be due by October 1st of the current school year.

Article 5: Officers and their Election

Section 1:

A: The Executive Officers of the PTL shall consist of the Principal of Salem Lutheran School, President, Vice-President, Secretary, Treasurer and a Faculty Representative. The executive Board will consist of the Executive Officers and All Standing Committee Chairpersons.

B: Officers shall be elected by ballot vote at the May PTL meeting. (Eligible voters as describe in Article 5, Section 4). Two-thirds of the members in good standing present at the meeting will constitute a quorum.

C: Officers shall assume their official duties following the close of the May PTL business meeting. The term of service for officers of the PTL shall be one school year or until the election and qualification of their successors.

Section 2:

A: There shall be a Nominating Committee consisting of four members:

1. Two board members shall be selected by the executive board. One of those board members shall be designated as Chairperson of the Nominating Committee.
2. One parent (non-Board member) shall be selected from the PTL Membership to serve on the Nominating Committee. The volunteer will be solicited in the month of January/February.
3. The Principal of the school shall be an ex-officio member of the nominating committee.

B: The Nominating Committee shall be responsible for soliciting nominees for each office and preparing a ballot.

C: Only those persons who have signified their consent to serve if elected shall be placed on the ballot.

Section 3:

A vacancy occurring in any office shall be filled for the incomplete term by a person elected by a majority vote of the remaining members of the Executive Board.

Article 6: Duties of Officers

President

The President is elected by the PTL members to direct the affairs of the PTL in cooperating with the other members of the Executive Board for a

term of office specified in the By-Laws. (See “Officer’s & Chairperson’s Responsibilities” in Appendix A).

Vice-President

The Vice-President, who may be called upon at any time to assume temporarily the place of the President (in their designated order), should make a thorough study of the President’s duties and responsibilities and be familiar with work of the organization. The Vice-President will act as Membership Chairperson of the PTL. (See “Officer’s & Chairperson’s Responsibilities” in Appendix A).

Secretary/Parliamentarian

The Secretary is responsible for keeping accurate records of the proceedings of the PTL and will provide copies of the minutes to each Board Member at the next monthly meeting. As Parliamentarian, he/she should have a fair and impartial mind and attitude, as well as knowledge of parliamentary law. A Parliamentarian should have a fundamental knowledge of the objectives, policies and principles of the PTL. (See “Officer’s & Chairperson’s Responsibilities” in Appendix A).

Treasurer

The Treasurer shall be responsible for all of the funds of the PTL; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the organization, the executive committee, or a special committee. The Treasurer shall present a financial statement at every meeting of the PTL and at other times when requested by the Executive Committee and shall make a full report at the Annual Meeting. All checks issued by the PTL must be signed by two members of the PTL Board.

At the Annual Meeting in May each year, the Treasurer will present a financial statement to the membership of the organization. The financial statement will fully disclose all expenditures of the organization; all deposits for receipts from fundraisers of the organization, and the ending balance in the account that will be carried-over through the summer until the first PTL meeting of the new school year.

Budget Duties:

1. Expenditures in excess of One Hundred Dollars (\$100.00) not covered in the budget shall require approval of the Board.
2. The Proposed Budget shall be presented to the Board for final approval after the February/March Budget Meeting in 2009. In future years, the budget shall be presented to the Board in Executive Session prior to the first full membership meeting of the new school year.

3. The Budget Committee is made-up of the Treasures (chairperson), President, Vice-President, one participating parent other than a board member, the Faculty representative, and the Principal.
4. The Board has the right to amend the budget as deemed necessary through the year.

Faculty Representative

Represents the faculty to the Board.

Article 7: Executive Board

Section 1: The Executive Board shall consist of the officers of the PTL and the chairperson of standing committees that have been elected by the PTL membership. The members of the Executive Board shall serve until the election and qualification of the successors. (*See "Officer's & Chairperson's Responsibilities" in Appendix A*).

Section 2: Regular meetings of the Executive Committee shall be held monthly during the school year, the time, and date of such meetings to be fixed by the committee at its first meeting of the year. A majority of the Executive Committee Members shall constitute a quorum. A special meeting of the Executive Committee may be called by the President or by a majority vote of the members of the committee.

Article 8: Meetings

Section 1: Meetings of the PTL shall be determined by the Executive Committee in conjunction with the Principal. There shall be a minimum of three (3) and a maximum of six (6) meetings per year. Notice of meetings will be included in the school calendar distributed at the beginning of the school year; inclusion in the Blue News; and by any other means considered effective by the Board. Should a change in meeting dates be necessary, a minimum of five (5) days notice shall be given to the membership.

Section 2: The Executive Committee may call special meetings, three (3) days notice having been given.

Section 3: The Annual Meeting will be the last meeting of the school year, to be held in May.

Section 4: Two-thirds of the members in good standing that are present shall constitute a quorum for transaction of business in any meeting of the PTL.

Article 9: Standing and Special Committees

Section 1: The Executive Board may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the PTL. The Chairperson of standing committees shall be elected by the PTL membership. The term of each chairperson shall be on year and until the election and qualification of his/her successor.

Section 2: The Chairperson of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section 3: The power to form special committees and appoint their members rests with the Executive Board. (These committee chair people will serve as non-voting members of the Board).

Article 10: Amendments/By-Laws

1: These By-Laws may be amended at any regular meeting of the PTL by a two-thirds vote of the members present and voting, provided that notice of the proposed amendments has been distributed to all members of the general members, one (1) week prior to the next regular meeting.

2: A Committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at a meeting of the PTL, or by two-thirds vote of the executive board. The requirement for adopting a revised set of by-laws shall be the same as in the case of the amendment.

Appendix A:
Salem Lutheran School PTL
Officer's & Chairperson's Responsibilities

PRESIDENT

1. Directs affairs of the PTL.
2. Presides at PTL meeting and PTL Board Meetings.

VICE-PRESIDENT

1. Membership Chairperson:
 - a. Membership is \$15.00 per family beginning with the 2010—2011 school year.
 - b. Membership envelopes will be available at orientation and/or sent home with students with their first weekly packet.
 - c. All families joining the PTL will receive a free student directory; additional copies may be purchased for \$2.00 each.
2. In charge of compiling the student directory or finding someone else to assemble it.
3. Distribute student directories.
4. Volunteer Coordinator:
 - a. Organize and send out volunteer packets to parents with each child (one per family) on the first day of school and/or at Orientation. Packet to include: Welcome Letter from PTL with board members names and phone numbers, meeting dates, other dates of functions, and membership information.
 - b. Tally all volunteer sheets returned by parents/collected at meetings. Distribute lists of all volunteers to the appropriate officer or committee chairperson.
5. Coordinate the delivery, set-up, and successful execution of Santa's Workshop student shopping event. Review inventory procedures and coordinate with volunteers/Board Members to provide accurate records to the Vendor.

SECRETARY

1. Take minutes during each meeting.
2. Type meeting minutes and copy for distribution at the next scheduled meeting.
3. Create and maintain a binder of meeting minutes which is to be available to the membership for review at all meetings.
4. Provide an electronic copy of the minutes of the general PTL meetings in order to update the School website, www.salemls.org.
5. Contact and remind board members to remind all of monthly meetings.
6. Receive and respond (as appropriate) to all PTL correspondence.

TREASURER

1. Keep accurate records of money collected and spent.
2. Prepare a Treasurer's Report to be presented at each meeting.
3. Receive and deposit all monies (dues, fundraisers, fees, etc.)
4. Pay all invoices in a timely manner.
5. Save all receipts and bank statements to provide an accurate audit trail for deposits and expenditures.
6. Prepare and present final account analysis to the general membership at the final PTL meeting of the year (in May).

HOSPITALITY/VOLUNTEER COORDINATOR(S)

1. Provide assistance to Winter Carnival and Fun-N-Run Coordinators: compile volunteer lists, recommend donations to the event on behalf of the PTL, etc.
2. Explore avenues to increase volunteer assistance by the membership to the school faculty and staff.
3. Assist school staff in coordinating Grandparent's Day, Open House, and Orientation (and other events as requested).
4. Organize and assemble necessary volunteers for Teacher's Appreciation Week.
5. Create a questionnaire for completion by the teachers to determine in what manner we can assist them---classroom supplies, volunteer services, etc.
6. Provide assistance to the Athletic Director in organizing and continuing the smooth operation of the Booster Club activities during sporting events.
7. The Hospitality/Volunteer Coordinator(s) will attend all Executive Committee meetings, either through designation of one attendee or via rotation.