

St. Peter-Immanuel Lutheran School

PTL Handbook



Revised 2012-13

St. Peter-Immanuel Lutheran School Parent-Teacher League Constitution

I. Name

The name of this organization shall be St. Peter-Immanuel Lutheran Parent-Teacher League of Decatur, Indiana.

II. Purpose

- A. The purpose shall be to help parents and teachers cooperate intelligently in the Christian training of the children.
- B. To achieve this purpose the Parent-Teacher League shall by means of its program of education and activities:
 - 1. Help parents understand and appreciate their children and provide parents with the necessary skills for the Christian nurture and training of their children
 - 2. Help teachers understand the needs of the Christian home and extend their influence into the family.
 - 3. Develop a closer relationship between the home and the congregations' educational agencies and intelligent cooperation between parents and teachers.
 - 4. Raise money for the operation of the school.

III. Program

The Parent-Teacher League shall concern itself primarily with the planning and execution of a program which helps the group attain its stated objectives.

IV. Membership

All parents/guardians of SPI students are members of the Parent-Teacher League.

V. Officers and Committees

- A. The officers of the Parent-Teacher League shall be a President, Vice-President, Secretary, and Treasurer.
- B. The following committees shall be appointed:
 - 1. The Program Committee
Members: Vice-President, Principal, one parent
This committee shall provide an educational program which meets the needs of parents and teachers. The Vice-President shall be chairman of this committee.
 - 2. The Attendance Committee
Members: Secretary, one teacher, one parent
This committee shall have the responsibility of reaching parents of children enrolled in SPI.

3. The Service Committee
Members: President and at least one teacher and one parent. Other appointments as needed.
The primary focus of this committee will be to plan, coordinate, and execute a major fundraiser each Spring.

- C. The Executive Board shall consist of the officers of the Parent-Teacher League and the principal. The Executive Board shall meet in May to discuss and plan the next year's activities.

VI. Elections

- A. Nominations for officers shall be gathered by and/or submitted to the teaching staff.
- B. Each office must have at least two candidates for each office to be filled. Each nominee must be contacted and give consent to be placed on the ballot. Additional nominations may be made from the floor. The candidates receiving the majority of votes cast shall be declared elected.
- C. Elections shall be held in the month of April. The term of office shall be one year.
- D. A vacancy occurring in an office shall be filled by vote of the members of the organization at the next regular meeting by nominations from the floor.

VII. Amendments

The constitution and any of its by-laws may be amended by a majority of the members present. Amendments must be presented one meeting prior to the call for a vote.

St. Peter-Immanuel Lutheran School

By-Laws

I. Meetings

- A. The schedule of regular meetings and events shall be determined by the executive board in their May meeting.
- B. The schedule of meetings and events will be published as early as possible.
- C. The president and/or principal has the authority to cancel, postpone, or re-schedule meetings and/or events as needed.
- D. In the event of a special meeting, one week's notice is necessary to properly notify PTL members of the meeting.

II. Finances

- A. All PTL fundraising must be approved by the principal.
- B. All PTL funds are to be used at the discretion and direction of the PTL executive board with guidance from the teaching staff and Board of Education.
- C. PTL funds are to be used foremost in the school's general operating budget and budget obligations must be met. However, PTL is not necessarily required to make budget payments prior to other commitments (e.g. paying for fundraising materials, hosting events, etc.)
- C. Auditing - The Treasurer's book shall be audited at the end of each fiscal year (June) by two members of the organization. These auditors are to be appointed by the President.
- D. Dissolution – The PTL of SPI exists as a sub-entity of the school. Therefore, in the event that at anytime the school corporation shall be dissolved, its assets shall be divided equally between the two congregations.

III. Regular Agenda

- A Opening Devotion
- B Educational Program
- C Business Meeting
 - 1 Reading of the Minutes
 - 2 Treasurer's Report
 - 3 Committee Reports
 - 4 Report from the Christian Day School
 - 5 Old Business
 - 6. New Business
- D Adjournment with Prayer
- E Social Refreshments – A committee to be rotated among all parents of children in the school.