

Constitution & Bylaws of the Parent Teacher League of The Good Shepherd Lutheran School

Article I. Name

The name of this organization shall be the Parent Teacher League (PTL) of The Good Shepherd Lutheran School, Midwest City, Oklahoma (GSLs).

Article II. Purpose

The purpose of the PTL is to foster and promote a better understanding and closer relationship between the school, the home, and the church, so that parents and teachers can more effectively work together in communicating, educating, and financially supporting the best possible Christian education at The Good Shepherd Lutheran School.

Article III. Policies

All acts of this organization shall be in accord with the policies of the School Board of The Good Shepherd Lutheran Church of Midwest City.

Article IV. Members

All parents or guardians of students at GSLs are members and shall have voting rights. The principal and any teacher employed at GSLs are members with voting rights.

Article V. Meetings

Section 1. Regular Meetings. The organization shall meet a minimum of four (4) times during the school year. The newly elected officers set the PTL general meeting dates and other PTL activities by June 30th.

Section 2. Special Meetings. Special meetings may be called by the president, any two (2) members of the executive board, or five (5) general members submitting a written request to the secretary. Notice of any special meeting shall be sent to the members at least ten (10) days prior to the meeting. Notice may be posted at the public entrances to the school.

Section 3. Quorum. The quorum shall be ten (10) members of the PTL.

Article VI. Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, secretary, and treasurer.

- a. **President.** The president shall preside at all meetings of the PTL and the Executive Board and shall be an ex-officio member of all committees, except the nominating committee, and shall perform all other duties pertaining to the office.

- b. Vice President.** The vice president shall perform the duties of the President in the absence of that officer. The vice president shall encourage parents to attend and participate in league activities, be in charge of the “room count” and deliver the attendance awards. The vice president shall be in charge of publicity for stated PTL meetings and special events.
- c. Secretary.** The secretary shall record and keep a permanent record of all meetings of the PTL and of the Executive Board. The Secretary shall attend to all correspondence and shall assist the President in meeting arrangements. The Secretary must render a report at all meetings. All records shall be delivered to the succeeding Secretary.
- d. Treasurer.** The treasurer shall receive and disburse all monies of the PTL and shall keep an accurate record of receipts and expenditures. The treasurer must render a report at each meeting. The PTL books shall be subject to audit at any time. All records shall be delivered to the succeeding treasurer.

Section 2. Eligibility. Members are eligible for office if they are in good standing at least fourteen (14) calendar days before the nominating committee presents its slate.

Section 3. Terms of Office. Officers are elected for one (1) year, beginning June 1 and ending May 31 of the following year. Officers may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office.

Section 4. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 5. Removal from Office. Officers can be removed from office with or without cause by a two-thirds (2/3) vote at a duly called regular meeting.

Article VII. Nominations and Elections

Section 1. Elections. Elections will be held at the last general PTL meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at the meeting. Nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 2. Record Keeping. Three (3) academic years’ records will be kept by the respective officer, with all preceding years held in the school office. Upon request, all members of the PTL have the right to inspect and copy at their own expense any books and records of the PTL.

Section 3. Succession. The Executive Board, including all outgoing and incoming officers, shall meet no later than May 15th of each year for the purpose of creating an orderly transition of each officer’s responsibility.

Article VIII. Executive Board

Section 1. Membership. The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, and Principal. All are voting members of the Executive Board.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees and appoint members to those committees, prepare and submit a budget for approval by the

membership, approve expenditures in accordance with the approved budget, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular executive board meetings shall be held every other month. Special meetings may be called by any two (2) board members, with 24-hour notice to all board members.

Section 4. Quorum. The quorum shall be a majority of the board members.

Article IX. Committees

Section 1. Membership. Committees may consist of general members and Executive Board members, with the president acting as an ex-officio member of all committees. The committee chairpersons shall be appointed by the president. All committee chairs shall report to the Executive Board as reasonably required.

Section 2. Standing Committees. The following committees shall be held by the organization.

- a. **Fall Festival.** The Fall Festival Chairperson and committee members shall be responsible for organizing the Fall Festival.
- b. **Spring Auction and Dinner.** The Spring Auction Chairperson and committee members shall be responsible for organizing and overseeing the school-wide spring auction and dinner.
- c. **Volunteer Coordinator.** The Volunteer Coordinator shall be responsible for coordinating volunteers for specific activities.
- d. **Booster Club Chairperson.** The Booster Chairperson shall coordinate with the Administrator to oversee all in-house sports activities.

Article X. Finances

Section 1. Fiscal Year. The fiscal year for the PTL will begin on August 1 and ends on July 31 of the following year.

Section 2. Banking. All funds shall be kept in an insured checking account in the name of The Good Shepherd Lutheran School PTL and held at a financial institution. The treasurer and president or another member of the Executive Board designated by the president shall be the signatories. Two signatures will be required on checks in excess of \$2,500.00. All bank records may be examined by a member of the PTL upon request.

Section 3. Reporting. The treasurer shall keep accurate records of any disbursements, income, and bank account information. All financial activity shall be recorded in a computer-based account system. The Treasurer shall reconcile the accounts monthly and report all financial activity at each PTL meeting. The PTL shall arrange an independent review of its financial records each year.

Section 4. Budget. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present at the first scheduled general meeting.

Section 5. Ending Balance. The organization shall leave a minimum of \$1,000.00 in the treasury at the end of the fiscal year.

Section 6. Handling Expenses.

- a. General Reimbursements.** Funds expended within approved budget amounts and paid for personally by a member may be reimbursed by the PTL treasurer with proper receipt documentation.
- b. Cash Advances.** Cash amounts of no more than \$50.00, per recipient per occurrence, may be provided in advance by the school office. Reconciliation will be done by the Church Business Manager and the PTL treasurer when the receipt is returned.
- c. Credit/Debit Card Purchases.** The PTL does not have a credit or debit card. Credit/debit card purchases can be made by the Principal on behalf of the teachers and submitted to the PTL treasurer for reimbursement.

Section 7. Expenditure Authority.

- a. Payments.** Upon approval of the annual budget by the general membership, the Executive Board is authorized to make expenditures in accordance with the budget without further approval from the general membership.
- b. Unbudgeted Expenditures.** The Executive Board shall be empowered to approve unbudgeted expenditures of no more than \$1,000.00. Unbudgeted expenditures in excess of \$1,000.00 shall require general PTL membership approval, with a majority vote.

Article XI. Parliamentary Authority

In both the PTL and the Executive Board meetings, all questions of order shall be decided in accordance with Robert's Rules of Order, as Revised, unless such rules are contrary to the PTL's Constitution or these Bylaws.

Article XII. Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XIII. Dissolution

The organization may be dissolved with previous notice of thirty (30) calendar days and two-thirds (2/3) vote of the present at the meeting. In the event of dissolution, any remaining funds shall be donated to The Good Shepherd Lutheran School.

Article XIV. Amendments

Section 1. The Bylaws may be amended by two-thirds (2/3) of the vote of the members present at any duly called general or special PTL meeting.

Section 2. The standing rules may be amended by a two-thirds (2/3) vote of the PTL Executive Board members present at any duly called meeting.

Article XV. Conflict of Interest Policy

Members of the Executive Board shall not transact any business with the PTL unless such transaction is deemed vital to the operations of the PTL or GSLS and is approved by all other member of the Executive Board at a regularly scheduled or special meeting. Any such approved transactions shall be reported to the membership at the next regularly scheduled general meeting. No member of the Executive Board shall receive any compensation or benefit for their service on the Board. Violation of this policy shall constitute grounds for removal of an officer from the Executive Board.

Any expenditures of PTL funds that benefits any general member of the PTL must be approved by a unanimous vote of the Executive Board. Any such approved transaction shall be reported to the membership at the next regularly scheduled general meeting.

Approved and Adopted – March 18, 1986

Revised – November XX, 2019