

Constitution of the Parent Teacher League of Our Savior Church School

“Preparing and educating God’s children for life-long service to Christ”

Article I: Name

The name of this organization shall be the Our Savior Lutheran School Parent Teacher League (PTL).

Article II: Purpose

The purpose of the Our Savior Lutheran School (OSLS) PTL is to support the ministry and programs of the school by promoting partnership between the school and home, so parents and teachers can effectively work together in communicating, educating, and financially supporting the mission of OSLS. The PTL is not a policy-making body and falls under the authority of the Board of Our Savior Lutheran Church School.

Article III: Objectives

1. To foster a mission spirit for the school so that more people may be brought into the body of Christ.
2. To promote educational opportunities to bridge home and school partnership and to encourage parental involvement in the school.
3. To organize social activities that promote fellowship amongst stakeholders.
4. To support the educational experience by raising funds for the school or programs that fall outside the normal school budget.

Article IV: Membership

1. OSLS PTL membership is open to all teachers, parents, and guardians of OSLS students.
2. All members in attendance have voting rights.
3. PTL members may hold elected membership on the Executive Board.

Article V: Executive Board

1. The Executive Board of the PTL shall consist of four elected members.
2. The four elected members shall each assume responsibility as a coordinator for a key area within the PTL. The four elected members will decide who assumes responsibility for each coordinator position.

3. The Executive Board fulfills the following functions:
 - a. **President:** will work with school leaders and the PTL Executive Board to determine and implement annual goals, events, and activities, preside at all PTL meetings, exercises general leadership over the affairs of the PTL, and is responsible for the overall oversight of the OSLS PTL. This chair will only vote to break a tie vote.
 - b. **Vice President:** will be responsible for coordinating volunteers for activities throughout the school, standing in for the President in their absence, and assisting with various administrative duties, as needed.
 - c. **Secretary:** will be responsible for keeping records of all meetings of the organization, shall carry out official correspondence of the organization, and shall perform any duties necessary for public or community relations on behalf of the PTL, including promotion of PTL meetings and events.
 - d. **Treasurer:** will maintain custody and receive all money for the organization, shall keep an accurate record of receipts and expenditures, shall disburse funds as authorized by the organization, shall work with the accountant and church as needed for tax purposes, and shall perform all other duties necessary for the financial health of the organization.

4. In addition to the elected Executive Board, there will be four At-Large Board Members/Coordinators that will be appointed by the Executive Board.
 - a. **Fundraising Coordinator:** will coordinate all PTL fundraising efforts within the school
 - b. **Service Coordinator:** will oversee all activities designed to foster Christian fellowship, promote Christian hospitality and all other activities related to serving our fellow man
 - c. **Activities Coordinator:** will oversee all social programs designed to create fellowship amongst stakeholders and manage any/all appropriate class leadership designations to support activities, as needed.
 - d. **Classroom Parent Representative Coordinator:** will oversee coordination with Classroom Parent Representatives (CPRs), including seeking volunteers to serve as CPRs, coordinating on various CPR engagement, and soliciting information from teachers about 'likes/dislikes' to support the CPRs.
 - e. **Teacher:** will be responsible for coordinating communication between the teachers and the PTL.

Article VI: Elections

1. The current Executive Board will solicit names of volunteers willing to serve on the Executive Board for the next school year and present them to the school body prior to the vote in May. This may be done electronically or in paper form.
2. The Executive Board shall be elected annually by ballot vote at the last PTL meeting in May of each school year.

- a. Elections will be done by secret ballot and require a majority vote of the members in attendance at the PTL meeting.
3. The Executive Board will assume their elected positions as of June 1.
4. The elected members may serve no more than three consecutive years in the same position.

Article VII: Meetings

1. All PTL meetings are open to any interested parties and will be advertised in advance.
2. Principal and a church representative may attend as desired or needed.
3. Robert's Rules of Order shall be used to conduct all meetings.

Article VIII: Duties

1. The Executive Board will put together an annual proposed budget of yearly needs and activities for the organization. This budget will be presented to the regular membership of the PTL for approval at the start of the school year. After approval by the PTL membership body, it will be submitted to the Board of Our Savior Lutheran School for approval. The Board of Our Savior Lutheran School will then submit it to the Church Council for final approval of any PTL fundraising activities.
2. The PTL will work collaboratively with the school to lay out a school-year calendar of events and associated leaders for each event. This information will be published at the start of the school year.

Article IX: Finances

1. The fiscal year for the PTL will coordinate with that of the school (July 1-June 30).
2. All funds shall be kept in an insured checking account under the name Our Savior Lutheran School PTL Account. The Treasurer and Principal shall be signatories.
3. Funds expended within the approved budget amounts and paid for personally by a member may be reimbursed by the PTL with proper receipt documentation.
4. A yearly review of the financial records will be conducted at the end of each fiscal year.
5. Online payments will be accepted via electronic payment methods, as needed.

Article X: Amendment and Ratification

1. The Constitution may be ratified at any PTL meeting by a majority vote of the members present. The Constitution must be brought before the Board of OSLS for final approval.
2. This Constitution may be amended at any PTL meeting by a two thirds vote of members present. Notice of the proposed amendment must be given, in writing, at the previous, regular membership meeting or at least two (2) weeks in advance. The amendment must be brought before the Board of Education for final approval.

Article XI: Dissolution

1. In case of dissolution, any assets of the organization shall become the property of the Our Savior Lutheran Church Congregation.