

**Constitution and Bylaws of
Holy Cross Lutheran School
Parent-Teacher League**

CONSTITUTION

THE PREAMBLE

In compliance with God's Word which says, "Let all things be done decently and in order" (1 Corinthians 14:40), we, the members of the Holy Cross Lutheran School Parent-Teacher League (PTL), accept and subscribe to the following Constitution and Bylaws in which we establish the principles by which the affairs of this organization shall be governed.

ARTICLE I: NAME

The name of this organization is the Parent-Teacher League of Holy Cross Lutheran School, Wichita, Kansas.

ARTICLE II: PURPOSE AND OBJECTIVES

The purpose and objectives of the PTL shall be to:

- A. Help parents and teachers work together in the Christian training of the children of Holy Cross Lutheran School.
- B. Help parents understand and appreciate their children, provide parents with the necessary skills for the Christian nurture and training of their children, and provide Christian fellowship.
- C. Share information about school activities and support selected projects.

D. Help develop a relationship and open communication between the parents and teachers.

E. Support, encourage and assist in achieving both the long-term and short-term goals set for Holy Cross Lutheran School by the Principal and Day School Commission.

ARTICLE III: GOVERNING BODY

The Parent-Teacher League is an auxiliary organization of the Day School Commission (DSC). The PTL shall report to the Day School Commission through a PTL Representative. The PTL Representative shall be approved by the Day School Commissioner. This person will be a member of both the PTL and the Day School Commission. The PTL Representative shall attend regular meetings and activities of both groups.

ARTICLE IV: MEMBERSHIP

A. Membership in the PTL shall be open to:

1. All parents and guardians who have children enrolled at Holy Cross Lutheran School.
2. All pastors, teachers, and staff members of Holy Cross Lutheran Church and School.

B. Elective office may be held by any PTL member.

C. All members shall be entitled to participate in all the activities of the PTL and shall have the right to vote. A simple majority shall determine the decision of a vote.

ARTICLE V: EXECUTIVE BOARD, OFFICERS AND COMMITTEES

A. Executive Board

The Executive Board shall consist of the elected officers of the PTL, the principal, and a faculty member of Holy Cross Lutheran School. The

Executive Board shall establish appropriate PTL committees and coordinate the plans of these committees. It shall appoint all chairpersons and committees not otherwise provided for and shall have general knowledge of all PTL activities. It shall also evaluate the programs and activities of the PTL with the view of fulfilling the objectives and budget of the organization in support of the goals set for Holy Cross Lutheran School by the Principal and Day School Commission.

B. Elected Officers

1. Chair -- The Chair shall preside at all meetings of the PTL General Membership and Executive Board. The Chair shall be a member of all committees. The Chair has the same rights (voice and vote) as the other committee members, but the Chair is not obligated to attend all the meetings of each of the committees.
2. Co-Chair -- The Co-Chair shall generally assist the Chair. In the absence of the Chair, or at the Chair's request, the Co-Chair shall perform the duties of the Chair.
3. Secretary -- The Secretary shall permanently record the minutes of all PTL General Membership meetings and Executive Board meetings and keep a record of attendance of each Board meeting.
4. Treasurer -- The Treasurer shall receive and forward all PTL monies to the Business Manager of Holy Cross Lutheran Church and School for deposit in the PTL account. Disbursement of funds will be made by the Business Manager as directed by the PTL Treasurer or the Executive Board. The Treasurer shall submit a current financial report at each PTL meeting and a comprehensive report at the end of each school year. An annual financial report shall be provided to the Day School Commission. The Treasurer shall also prepare a proposed budget for the following school year and present it to the Executive Board in May for approval.

C. Committees

To achieve the purpose and objectives of the PTL, committees shall be formed for each event. Each committee shall have a chair and committee members. The committees will communicate with the Executive Board about their plans and activities. Each committee is responsible for promoting their events. Any expenses submitted to the Business Manager for reimbursement must be co-signed by the PTL Treasurer. Parents and members who wish to assist in activities may contact the event chair.

ARTICLE VI: ELECTION OF OFFICERS

A. Election of officers shall be held during the last PTL General Membership meeting of each school year in April or May. Those elected will assume their duties on June 1st for a one year term.

B. The Executive Board will present a slate of officer candidates. PTL members may make additional nominations from the floor prior to the election with the consent of the nominee. The candidate receiving a majority of the votes shall be declared elected.

C. In the event of a vacancy in the office of Chair, the Co-Chair shall succeed to the office of Chair for the remainder of the term, or at the Co-Chair's request, a new Chair may be elected at the next PTL General Membership meeting. In the event of a vacancy in the office of Co-Chair, Secretary, or Treasurer, the vacancy shall be filled by election at the next PTL General Membership meeting. The Executive Board will present a slate of officer candidates. PTL members may make additional nominations from the floor prior to the election with the consent of the nominee. The candidate receiving a majority of the votes shall be declared elected.

ARTICLE VII: CONSTITUTION AND BYLAWS REVIEW COMMITTEE

The Executive Board shall appoint a Constitution and Bylaws Review Committee at least once every three years to review the operations of the PTL and to determine the conformance or lack of conformance with the Constitution and Bylaws. The Committee will review and recommend

amendments to the Constitution and Bylaws, as deemed necessary, and will present the recommended amendments to the Executive Board.

ARTICLE VIII: AMENDMENTS

This Constitution or any of its Bylaws may be amended by a majority of the members present at a regular meeting of the PTL, provided that the proposed amendment has been read at a previous regular meeting. Adopted amendments shall be noted in the Secretary's copy of the Constitution as they occur. The Day School Commission reserves the right of final approval for all amendments.

ARTICLE IX: DISSOLUTION

In the event that this organization should become dissolved, the assets shall become the property of Holy Cross Lutheran School.

BYLAWS

THE PREAMBLE

Each year the PTL establishes a program in order to assist in achieving the goals set for Holy Cross Lutheran School by the Principal and Day School Commission. The program planned by the PTL can only be accomplished through the prayers, concern, cooperation and best efforts of every member of the royal priesthood before God (I Peter 2:8-10).

As the body of Christ, we will follow godly principles of communication. We will share ideas, thoughts and concerns openly with each other and use the 8th Commandment as our guide so that we put the best construction on everything.

If conflict arises in the group we will use the following approach as our guide (The Peacemaker):

1. Glorify God – "So whether you eat or drink or whatever you do, do it all for the glory of God." (1 Corinthians 10:31) Glorifying God in our words and actions will keep us from making decisions that will make the conflict worse.

2. Get the log out of your eye – "...first take the plank out of your own eye, and then you will see clearly to remove the speck from your brother's eye." (Matthew 7:5) There are times we need to overlook the minor offenses of others especially as we admit our own faults.
3. Go and show your brother his fault – "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." (Matthew 18:15) It is important to approach the person privately and not join in gossip or talk which will damage a person's reputation.
4. Go and be reconciled – "...First go and be reconciled to your brother; then come and offer your gift." (Matthew 5:24) Peacemaking involves a commitment to forgiving others and restoring relationships.

We know that we all fall short and will make mistakes. The more we rely on God's grace and mercy, the more we will be imitators of Christ. (Ephesians 5:1)

ARTICLE I: MEETINGS

- A. There shall be a minimum of four regular meetings of the PTL membership during the school year, the first of which shall be in September. Meetings are planned to discuss and plan activities.
- B. Meetings of the Executive Board shall be held monthly. Deviations from regularly scheduled meetings will be at the discretion of the Executive Board.
- C. *Sturgis Standard Code of Parliamentary Procedure* shall govern all parliamentary situations not provided for in the *PTL Constitution and Bylaws*.

ARTICLE II: ORDER OF BUSINESS

Regular business meetings of the PTL will be conducted according to the following format:

- A. A short devotional
- B. A brief business meeting
- C. Adjournment with prayer.

ARTICLE III: FISCAL YEAR

The PTL shall operate on a fiscal year of June 1 – May 31.

ARTICLE IV: DUES

Holy Cross Lutheran PTL will not operate using dues. The PTL will be self-supporting through its fund-raising activities.

ARTICLE V: FINANCIAL REVIEW

The Treasurer will have access to the financial spreadsheet prepared by the Business Manager and will work with the Business Manager to understand the process used. A complete financial review may be called by the Executive Board at any time. Reviewers will be appointed by the Chair.

ADDENDUM

The following events have been supported by the PTL:

1. Lutheran Schools Week
2. Grandparents' Day
3. Fun Night
4. Muffins with Mom/Donuts with Dad
5. Room Parent Liaison
6. Uniform Exchange
7. Christmas Shop
8. Back to School Bash
9. End-of-year Picnic

10. Jog-A-Thon
11. Staff Birthdays
12. Staff Appreciation
13. Library Committee
14. Box Tops & Labels
15. Praying Parents
16. Book fair
17. Monthly Bake Sale

Revised: March 16, 2012

Adopted: _____