

By-Laws of the Lafayette Lutheran School Parent Teacher Organization

Article 1: Name

The name of this organization is the Lafayette Lutheran School Parent Teacher Organization (P. T. O.), Lafayette, Louisiana.

Article 2: Mission Statement

The Lafayette Lutheran School Parent-Teacher Organization is dedicated to assisting the faculty and staff 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 the school's functions.

Article 3: Basic Policies

- The PTO shall be non-commercial, non-secretarian, non-partisan and non-profit.
- The PTO 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 PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO.

Article 4: Membership and Dues

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

Section 2: The PTO 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 PTO members in good standing of the PTO 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 PTO dues in full for the current school year.

Section 4: Each family with children in the school, including teachers and staff, will pay a \$15 membership fee annually. The annual PTO membership fee is due by October 1st of the current school year.

Article 5: Officers and their Election

Section 1:

- a. The Executive Officers of the PTO shall consist of a Principal, President, Vice-President, Secretary, Treasurer, a Faculty Representative, and a School Board 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 PTO meeting. (Eligible only to a contributing member.) 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 PTO meeting in May and shall serve for a term of one year and until the election and qualification of their successors.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office or standing committee persons.

Section 2:

- a. There shall be a Nominating Committee consisting of four members:
 1. Two board members shall be selected by the executive board and one of whom shall be designated as chairperson.
 2. One parent (non-Board member) shall be selected from the PTO 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, if necessary.

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 PTO members to direct the affairs of the PTO in cooperation 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 the work of the organization. The Vice-President will act as Membership Chairperson of the PTO. *(See "Officer's & Chairperson's Responsibilities" in Appendix A)*

Secretary/Parliamentarian

The Secretary is responsible for keeping accurate records of the proceedings of the PTO 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 PTO. *(See "Officer's & Chairperson's Responsibilities" in Appendix A)*

Treasurer

The Treasurer shall be responsible for all of the funds of the PTO; 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 PTO and at other times when requested by the Executive Committee and shall make a full report at the Annual Meeting. The Pastor of First Lutheran Church or the President of the PTO shall countersign all checks drawn upon the PTO's bank accounts by the Treasurer.

The By-Laws should provide that the Treasurer make a financial statement regularly to the organization. The Treasurer's accounts shall be examined annually by a Certified Public Accountant for tax purposes. *(See "Officer's & Chairperson's Responsibilities" in Appendix A)*

Budget Duties:

1. Expenditures in excess of One Hundred Dollars (\$100.00) not covered in the budget, shall require the approval of the Board.
2. The proposed budget shall be presented to the Board for final approval after the Budget Meeting in December.
3. The Budget Committee is made up of the Treasurer (acting as 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 PTO and the chairperson of standing committees that are elected by the PTO membership. The members of the Executive Board shall serve until the election and qualification of their 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 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 PTO shall be determined by the Executive Committee with a minimum of three meetings per year, with notice of meetings being posted at the beginning of the school year. Five (5) days notice shall be given of change of the date.

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 PTO.

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 PTO. The Chairperson of standing committees shall be elected by the PTO membership. The term of each chairperson shall be one year and until the election and qualification of his/her successor.

Section 2:

The Chairperson of the 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

Section 1:

- a. These By-Laws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment has been distributed to all members of the general membership, one (1) week prior to the next regular meeting.
- b. 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 PTO, 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:
Lafayette Lutheran School PTO
Officer's & Chairperson's Responsibilities

PRESIDENT

1. Direct affairs of the PTO.
2. Preside at PTO meetings & PTO Board meetings.
3. Attend LLS School Board meetings as the PTO representative.

VICE-PRESIDENT

1. Membership Chairperson:
 - a. Membership is \$15.00/family
 - b. Membership envelopes will be sent home with all students the first day of school.
 - c. All families joining the PTO will receive a free student directory and one (1) LLS window cling.
2. In charge of compiling the student directory or finding someone else to compile it.
3. Distribute student directories and window clings to members.
4. Volunteer Coordinator:
 - a. Organize and send out the volunteer packet to parents with each student on the first day of school. Packet to include: cover letter from teachers, welcome letter to parents with board members names and phone numbers, important dates to remember, and membership information.
 - b. Tally all volunteer sheets turned in. Distribute list of all volunteers to the appropriate officer or committee chairperson.

SECRETARY

1. Take minutes during each meeting.
2. Type minutes and retain a copy of each set in a binder brought to all meetings.
3. Provide an electronic copy of the minutes of the general PTO meetings in order to update the school's website.
4. Call board members and remind them of monthly meetings.
5. Correspondence.

TREASURER

1. Keep accurate records of money received and paid out.
2. Accurate report at each meeting.
3. Receive and deposit all money (fundraisers, membership, student activity fees, etc.)
4. Pay bills in a timely manner.
5. Save all receipts, bank statements, cancelled checks and turn over to auditor.
6. In May, get with school secretary and roll over separate PTO accounts into the general PTO account to get things ready for the next school year.

FUNDRAISER CHAIRMAN

1. Organize school fundraisers (fall & spring).

2. Organize reward party for fundraiser.
3. The Fundraising Chair is required to attend the monthly Executive Committee meetings.

HOSPITALITY CO-CHAIRMEN

1. Coordinate room parents for assistance with events throughout the year.
2. Oversee the organization of yearly parties & events:
 - a. Grandparents Day
 - b. Halloween
 - c. Thanksgiving
 - d. Christmas
 - e. Valentine's
 - f. Easter
 - g. National Day of Prayer
 - h. End of Year Field Day
3. Hall & Lunchroom Decorations (change monthly with seasonal themes)
4. Teacher Appreciation Week – organize luncheon & teacher's gifts
5. One (1) Hospitality Co-chair is required to attend the monthly Executive Committee meetings; the co-chairs can designate one member to always attend or rotate their participation.