

St. John Lutheran School PTL By-Laws

Our mission is to support and promote our parochial school, the teachers, family events, and special projects for the advancement of Christ's kingdom.

St. John's PTL (Parent Teacher League) is a group formed by the parents of the children attending St. John Lutheran School and their teachers.

The PTL Board will consist of a President, Vice President, Secretary, and Treasurer. These are all elected, volunteer positions. They will have a two year term, with a maximum of 4 consecutive years per position. To be on the board, you must have a child at St. John Lutheran School.

Duties of the officers:

President	Shall call and reside over all meetings and will be the official representative of the PTL.
Vice President	Shall assume all duties of the President in his/her absence and shall preside over other meetings as requested by the President.
Secretary	Shall keep records of all meetings. Draft of all meeting minutes shall be posted to the St. John Lutheran School website within a week of the meeting date.
Treasurer	Shall be responsible for receiving and record keeping of all PTL funds.

The Principal and Pastor shall be responsible for providing spiritual guidance for the PTL group.

The PTL officers will meet before school starts in order to discuss the school calendar and related issues. The PTL will meet monthly during the school year. The last meeting of the school year (May meeting), will include the election of officers for the next school year. Those officers will take over July 1st of the current year.

Election Cycle: President & Treasurer will be voted on in the odd number years. Vice President & Secretary will be voted on in the even number years. This will prevent a full new board at one time.

In the event there is an open officer position with no nominations or elected person, or a vacated position, PTL may appoint a member of PTL to carry out the term of that position until an open election for that position is available.

The PTL will have an account at a financial institution for all funds collected to be deposited. The institution shall be decided by the board. The account will have at least two members on the account, one being the PTL Treasurer and the other being the school financial secretary.

Checks wrote off of that account will be signed by one signor on the account. The account will be audited once a year by the PTL board of at least two unrelated people to the treasurer. The audit is to be completed by the end of August of each year.

All monies collected shall be used as voted upon by the parents present at the PTL meetings, unless monies are restricted for a specific purpose. Voting at the PTL meetings will be by majority vote of those present.

FUNCTIONS & SUPPORTED ACTIVITIES OF THE PTL BOARD & MEMBERS

- Hot Lunch
- Fundraisers (Seroogy's and Fun Run)
- Payment for Internet Services
- Family Welcome Event
- Carnival Day
- Family Bowling Party
- Santa's Secret Workshop
- Christmas Concert
- Assist with payment for Camp Luther for Big Room Students
- Freeze Fest (or Glow Party)
- STEM/ART Fair
- Open House
- Grandparent's Day/Musical
- Fun Run/Last Day of School

Dated July 31, 2024.