

Altamont Lutheran Interparish School Parent Teacher League

Established 1957
Constitution and Bylaws

Unless otherwise noted, statements have been taken from other samples.

Constitution

1. Name

The name of this organization shall be Altamont Lutheran Interparish School of Altamont, Illinois Parent Teacher League. (Taken from ALIS Constitution)

2. Purpose

- A. *The purpose shall be to help parents and teachers cooperate intelligently in the Christian training of the child. 1959-1960*
- B. To bring into closer relationship, the home, the church, and the school, that parents and teachers may cooperate more effectively in Christian training. 1963-1964
- C. To concern itself primarily with the preparation of a program that will offer Christian guidance and education to parents. 1963-1964

3. Program

- A. *Endeavor by word, deed, and conduct to promote the welfare of Altamont Lutheran Interparish School. 1959-1960*
- B. *Endeavor to surround children and youth with an environment adapted to their needs for proper Christian development. 1959-1960*
- C. *Endeavor to provide opportunity for parents, and friends of children attending ALIS to become better acquainted with the school work and teachers, thereby fostering closer cooperation between parents, teachers, and children. 1959-1960*
- D. *Endeavor to offer opportunities at such meetings for parents to meet suggestions for the improvement of ALIS. 1959-1960*
- E. *Endeavor to lend financial aid to ALIS whenever it is practicable to devise ways and means for raising funds toward any project this organization might carry on for the advancement of the school. 1959-1960*

4. Membership

- A. All parents/guardians of ALIS students are members of Altamont Lutheran Interparish School of Altamont, Illinois Parent Teacher League.

or

- B. Any parent or guardian, of a currently enrolled student, teacher, or staff member of ALIS, interested in the purposes of this organization may become a member.
- C. Every member shall be eligible to serve the organization.

- D. Every member shall be eligible to vote.

5. Participation in Fundraising

- A. It is the expectation that all families actively participate in fundraising and friend-raising for Altamont Lutheran Interparish School.

6. Code of Ethics

As a representative of Altamont Lutheran Interparish School and its supporting congregations, a Member is responsible for serving in the best interest of the students. In order to best do this, a Member will abide by the following Code of Ethics:

- A. Adhere to meeting agendas for open and closed sessions
- B. Encourage open-minded exchange of ideas and opinions in conscientious, courteous manner among fellow board members, congregations and personal.
- C. Value opinions of others, provide adequate time for expression of opinions and respect the rights of others to disagree.
- D. Be factual in sharing information; be consistent in communication to congregations and personal.
- E. Honor confidentiality.

Model integrity in the performance of Board duties and responsibilities:

- A. Support prevailing action of the board regardless of individual vote.
- B. Vote on all issues unless conflict of interest exists. Declare a conflict of interest when one exists.
- C. Address and promote genuine interest rather than personal agendas, refrain from using position for personal advantage.
- D. Refrain from conduction of PTL business outside of posted meetings.
- E. Be accountable for guiding and supporting the policy decision-making process that impacts students and staff.
- F. Attend all regular PTL meetings as possible.
- G. Be prepared for meetings.
- H. Ask for additional information if needed.

7. Officers and Committees

- F. *The officers of ALIS Parent Teacher League shall be president, vice-president, secretary, and treasurer. 1959-1960*
- G. *Standing Committees include the Education Committee, Attendance Committee, and Publicity Committee. 1959-1960*
- H. *Nominating Committee and Service Committee. 1963-1964*
- I. *The Executive Board of the ALIS Parent Teacher League shall consist of the officers of the Parent Teacher League and the principal.*
- J. *The Executive Board of the ALIS Parent Teacher League shall oversee all PTL events and subcommittees.*

Room Parents

- A. There shall be at least one (1) parent per classroom for each teacher.
- B. The room parents shall assist the teachers with classroom activities as needed.
- C. Room parents will also assist the PTL executive board with assigned classroom activities.
- D. A substitute must be found by the room parent if he/she is not available.

8. Duties of Officers and Committees

- A. President:
 - Shall preside at all meetings of the PTL and of the Executive Board, and shall perform all other duties usually pertaining to this officer.
 - He/she shall prepare the agenda for each regular meeting.
 - He/she shall assist in appointing standing committee chairmen and committee members.
 - The President shall be an ex officio member except in the event of a tie vote of organization members.
- B. Vice President:
 - Shall act as an aid to the President, and in his/her absence, the Vice President shall perform the duties of the President.
- C. Secretary:
 - Shall keep an accurate and permanent record of all meetings.
 - Shall report the progress of the PTL.
 - Keep accurate attendance for PTL meetings.
 - Additional responsibilities include preparing ballots necessary for the upcoming PTL meetings. The Secretary will treat all secretarial materials and notes as property of school and should hand all material into the principal at the end of each fiscal school year.
 - In the event of the President and Vice President's absence, the Secretary shall preside over the PTL meeting.
- D. Treasurer:
 - Shall receive and have charge of all funds payable to the PTL and deposit them to the credit of the PTL in the bank as may be designated.
 - Such funds shall be disbursed by the Treasurer only when authorized by the PTL, and directed by the Executive Board.
 - Through the authority of the school's Principal, disburse and deposit funds for PTL in accordance with general business matters.
 - Together with the Principal, organize business meetings to ensure the fluidity of the money matters of PTL. The timing and duration of these business meetings are set as need arise. The meetings are left to the discretion of the Principal/Treasurer.
 - Prepare a budget as determined by the PTL Executive Board.
 - Keep accurate records of disbursements and deposits and present financial statements at each PTL meeting.
 - Reconcile the bank account monthly and sign checks as mandated.
 - In the event of the President, Vice President and Secretary's absence, the Treasurer shall preside over the PTL meeting.
- E. Principal:
 - May add to or prepare the monthly agenda for the PTL meeting.

- The Principal is an ex officio member of the PTL.

9. Elections

- Nominations for officers shall be gathered and submitted to the executive board.
- Elections shall be held in the month of April. The term of office shall be one year for Treasurer and Secretary. President and Vice President terms of office will be 2 years.
- A vacancy occurring in an office shall be filled by vote of the members of the organization at the next regular meeting by nominations from the floor.

10. Voting

- General Business Matters Motion must be made and seconded. Once Motion is on the floor and being discussed, no other motions are allowed during that time. Vote will be taken by an open general vote. If necessary, a hand count vote will be taken. The presiding officer has discretion over this matter.
- Substantial Business Matter Motion must be made and seconded. Once Motion is on the Floor and being discussed, no other motions are allowed during that time. Vote will be taken by a closed ballot vote.
- Election of Officers is determined by majority vote of those members in attendance to vote.
- Tie Vote If vote falling under general business matters or substantial business matters is determined to be a tie, the PTL president shall break the tie.

11. Amendments

- The Constitution and Bylaws may be amended by a majority of the members present. Amendments must be presented one meeting prior to the call for a vote.
- The by-laws shall be reviewed every year and be revised by the when necessary. The revised by-laws will be presented at a monthly meeting. Voting for acceptance of the revised by-laws will occur at a subsequent monthly meeting. A majority vote of voting members present will rule.

Bylaws

1. Meetings

- Robert's Rules of Order Newly Revised shall govern ALIS PTL in all cases in which they are applicable.
- President and Vice President are elected every two years.
- The elected PTL executive board members prior to the beginning of each school year will determine regular meetings of the Parent-Teacher League. The President or Vice President will publicize the dates and times of each meeting.
- All PTL members must be given at least 24 hours' notice in writing, text, or email of additional meetings or changes to meeting dates or times.
- The executive board shall meet prior to the start of each school year, usually in June, to set a budget for the following school year.
- Regular meeting are open meetings and all parents, teachers, and congregational members are welcome to attend.

2. Finances

A. Disbursements:

- Checks shall be written in sequential order.
- Blank checks shall never be signed and the "Payable to" section must always be completed.
- Checks shall never be written payable to "Cash".
- A PTL Check/Reimbursement Request Form must be submitted to and approved by _____, along with all proper documentation to substantiate the amount requested, in order for funds to be paid or reimbursed from the PTL account.

B. Cash Handling and Deposits:

- All cash at any PTL function shall be counted with at least two members present.
- A PTL Deposit Notice shall be completed and submitted with the cash/checks to be deposited to the School office, immediately following the PTL function.

C. Budget:

- The executive board shall meet prior to the start of each school year, usually in June, to set a budget for the following school year.
- The budget, as prepared by the PTL Treasurer, shall include anticipated revenues and expenses for the year on a line item basis.
- The budget shall also reflect an uncommitted minimum cash balance _____ at the conclusion of each fiscal school year. The purpose of this balance is to assure adequate funding for initial expenses usually incurred at the beginning of the following school year.

D. Financial Reports:

- PTL Treasurer shall issue and make available a balance sheet and income statement for each month of the school's fiscal year.
- PTL Treasurer and his/her successor shall maintain copies of all financial statements and financial records for a minimum of four years in order to comply with IRS audit requirements.

E. Audits:

- The Treasurer's books and records shall be examined at the close of each term by an auditing committee consisting of two members.

3. Order of Business

A. Opening Prayer

B. Approval of Minutes

C. Treasurer's Report

D. Old Business

E. Committee Reports

F. New Business a. Only items that will be discussed are items which have been previously submitted to the PTL two weeks prior to regularly scheduled PTL meetings.

G. Other Business b. Additional items may be brought at this time – time permitting – if there is an urgent or necessary need. Item timeliness is at the discretion of the President or officer conducting the meeting.

H. Closed Ballot Results

I. Closing Prayer

J. Reminder of Upcoming Meetings.