

Advent Lutheran Elementary School

By- Laws of the Parent Teacher League (PTL)

ARTICLE I: NAME

The name of the organization is the Advent Lutheran Elementary School Parent Teacher League, hereinafter known as the "PTL." The bible verse for the PTL is: I have no greater joy than to hear that my children are walking in the truth. (3 John 1:4)

ARTICLE II: PURPOSES

The purposes of the PTL are:

- A. To promote the spiritual and educational welfare of children at home, school, church, and community in a program of Christian education.
- B. To encourage the continuance of high standards of Christian family life.
- C. To function as a non-profit organization and conduct affairs to raise funds to benefit the students and teachers of Advent Lutheran Elementary School.
- D. To provide information and communication to parents about PTL activities.
- E. To coordinate the efforts of various committees of the PTL.
- F. To encourage parents to participate in volunteer activities.

ARTICLE III: MEMBERSHIP, DUES, AND VOTING

Section 1: Membership

All parents and guardians of students enrolled in Advent Lutheran Elementary School are eligible for membership of the PTL, upon payment of annual dues. All pastors of Advent, faculty, principals, and school board members are members of the League ex-officio.

Section 2: Dues

The annual dues of the PTL shall be set by the PTL board and collected at the beginning of the school year.

Section 3: Voting

Each family in the League is limited to one vote per family regardless of the number of children enrolled in Advent.

ARTICLE IV: MEETINGS

Section 1: General Meetings

General board meetings of the League shall be at least every other month. The PTL president, with the approval of the PTL board and in conjunction with the principal, shall determine the scheduling of said general PTL board meetings. The president shall create the agenda and preside over general meetings.

Section 2: Parent Meetings

The PTL president, in conjunction with the principal, shall create the agenda for parent meetings. The PTL president or his or her representative shall preside over parent meetings. Parent meetings are typically scheduled by the principal prior to the beginning of the school year and are held in September, November, January, March, and May.

Section 3: Special Meetings

Special meetings of the League may be called by the president or by a majority of the PTL board upon not less than seven (7) days notice.

Section 4: Quorum for all Meetings

One-fourth (1/4) of the members shall constitute a quorum for the transaction of business in any general or special meeting of the League.

ARTICLE V: PTL BOARD

Section 1: Composition of the PTL Board

The PTL board shall consist of the president, vice-president, treasurer, secretary, and a faculty representative. This PTL board constitutes the voting body on such decisions as required by the president.

Section 2: Responsibilities and Limitations

The responsibilities of the PTL board shall be:

- A. To transact necessary business in the intervals between meetings and such other business as may be referred to it.
- B. To create and oversee standing and special committees, and to periodically evaluate each committee's overall purpose and usefulness.
- C. To approve the plans of work of the committees.
- D. To present, through the president, a report at the PTL parent and general meetings.

The limitations of the PTL Board are as follows:

- A. The League shall respect the established school policies and procedures as set for in the Parent Handbook for Advent Lutheran Elementary School.
- B. All decisions of the League are subject to the veto of the principal and/or school board who are ex-officio members of the League and its committees.
- C. The PTL board is not a liaison between parents and faculty, principal, and/or school board members. Parents should follow the line of authority that is clearly stated in the Parent Handbook.
- D. The League is not responsible for determining, setting, and/or developing school policies and procedures.

Section 3: Conduct of Business and Meetings

All meetings are open to the general membership of the League unless specifically closed for matters of private discussion at the discretion of the president. Members with specific agenda topics for discussion should submit those items in writing to the president at least seven (7) days prior to the meeting.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1: Required Officers

The officers of the PTL shall consist of a president, a vice-president, a treasurer, and a secretary.

Section 2: Eligibility and Qualifications

A candidate must be a member of the League and must be up-to-date in payment of dues. A candidate must have a child enrolled at Advent Lutheran Elementary School and must be up-to-date in payment of tuition. A qualified candidate should attend worship services on a regular basis at his or her church.

Section 3: Method of Nomination

- A. The call for nominations shall be made. The League president shall announce to the membership in written form the opening of nominations for officers and the qualifications for each office. This shall be announced prior to the March parent meeting. Individuals may nominate others and/or self-nominate.
- B. Only PTL members are eligible to nominate candidates. Nominations may be accepted in two (2) ways: through the return of the nomination form to the school or by submitting the nomination form at the March parent meeting. No member shall be accepted as a candidate unless he/she has given prior approval for the nomination, evidenced by the candidate's signature on the nomination.
- C. The school board chairperson shall review all nominations with regard to established qualifications and shall seek, in its discretion, additional candidates. All nominations are subject to final approval of the principal and the school board.
- D. Nominations will close at the April PTL general meeting.
- E. Candidates for office shall be announced within one (1) week of the April PTL general meeting.

Section 4: Method of Election

- A. At least two (2) weeks prior to the May parent meeting, election ballots containing the names of all qualified candidates shall be distributed to the League membership.
- B. In order to be considered valid, completed ballots must be returned by the Friday preceding the May parent meeting. At the May parent meeting, ballots shall have been tabulated and the results shall be reported to the membership at the May parent meeting. A majority vote shall be required for election.

Section 5: Term of Office

Officers shall assume their official duties at the end of the school year and shall serve for a term of one year. A person shall not be eligible to serve more than four (4) consecutive elected full terms in the same office, nor be allowed to serve more than six (6) years total.

Section 6: Method of Filling Vacancies

A vacancy occurring in any office other than the faculty representative shall be filled for the unexpired term by a person elected by the majority vote of the PTL board, notice of such selection having been given to the PTL membership at least one week prior to such election. A vacancy in the office of president shall only be filled by the vice-president, elected as prescribed in Article VI, section 4. If a vacancy occurs in the office of the faculty representative, the principal shall appoint a replacement.

ARTICLE VII: DUTIES OF OFFICERS

Section 1: The president shall preside at all meetings of the League and prepare agendas; shall report to the principal and school board; shall act as an advisor to the PTL Board if requested by his/her successor; shall help coordinate the efforts of various committees; and shall perform such additional duties as are assigned to this office.

Section 2: The vice-president shall act as aide to the president; perform the duties of the president at those times when the president is absent or unable to serve; shall succeed to the office of president in the event of an unforeseen vacancy in that office; shall help coordinate the efforts of various committees; and shall perform such additional duties as are assigned to this office.

Section 3: The treasurer shall have custody of all funds of this PTL; shall keep a full and accurate account of receipts and expenditures; shall make disbursements as authorized by the president or PTL; shall present a written financial statement at every meeting of the PTL board and of the general membership and at other times when requested by the PTL board, principal, or school board; shall make a full report before the newly elected officers officially assume their duties; shall be responsible for the maintenance of such books of account and records; and shall have the accounts examined at the close of the fiscal year by an auditor and/or the principal, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Section 4: The secretary shall keep the minutes of the meetings of the general PTL board meetings and all parent meetings; shall file all records; shall distribute minutes in a timely fashion; shall have a current copy of the bylaws; and shall maintain an accurate PTL membership list.

Section 5: The faculty representative shall act as the liaison between the faculty and staff and the PTL. There will be one (1) faculty representative who will serve as an advisor, member of the PTL board, and will have voting status on the PTL board. The faculty representative shall be appointed by the school principal.

ARTICLE VIII: COMMITTEES

Section 1: The PTL board may create any standing committee as it may deem necessary to promote the objectives and carry on the work of the League. The term of each chairperson shall be one (1) year until the selection of his or her successor.

Section 2: Upon appointment by the principal, committee chairpersons shall select committee members and submit such to the PTL board along with a proposed event plan. Anticipated programs, costs, and business solicitations must be reported to the PTL board. No committee work shall be undertaken without the knowledge of the PTL board.

Section 3: In maintaining committee records, chairpersons shall report current status, finding, and recommendations to the PTL board. Upon request of the president, chairpersons shall report to the general membership. The committee chairperson shall surrender all records to the League no later than the May meeting.

ARTICLE IX: FINANCES

All funds of the League shall be maintained on deposit in the League's name in a Maryland bank account. The records of this account shall be maintained by the treasurer and shall be open at all times to inspection by the PTL board, the principal, and/or the school board. All disbursements shall be made by check, written on the League's account, and signed by the principal. All requests for reimbursement must be accompanied by a valid receipt.

ARTICLE X: AMENDMENT OF BY-LAWS

These by-laws may be amended by a two-thirds vote of the members present and voting, providing that thirty (30) days written notice of the amendment(s) has been given.

ARTICLE XI: DISSOLUTION

In the event that at any time the PTL shall be dissolved, any assets on hand shall become the property of Advent Lutheran Elementary School of Forest Hill, Maryland.