

**St. Luke Lutheran School
Cabot, PA
Parent Teacher League Bylaws**

Article I: Name

The name of this organization is the St. Luke Parent Teacher League (PTL).

Article II: Organization

The PTL exists as a committee of St. Luke Lutheran School. It reports directly to the Principal of the school who works in conjunction with the School Board to ensure that an active Parent Teacher League is established each school year.

Article III: Purpose

1. Promote the welfare and Christ-centered education of our children.
2. Provide educational enrichment by funding field trips, assemblies, etc.
3. Improve the relationship between parents, teachers, and other school staff.
4. Bring the community closer.
5. Motivate and educate parents to be involved in the life of the church and school.

Article IV: Membership

1. Parents and guardians of students enrolled at St. Luke Lutheran School hold automatic membership in the PTL.
2. The Principal and teachers of the school are also members.
3. Every effort should be made to ensure that all parents are aware of meeting dates and times and feel welcome at meetings.

Article V: Election of Officers

1. Eligibility
 - a. Any parent or guardian of a current St. Luke student may run for office.
2. Nomination Process
 - a. It is the duty of the current Vice-President, with the advice of the current board or a committee, to present and ask for nominations at the April meeting of the PTL.
 - b. If a full slate is not nominated at the April meeting, the nominating committee, chaired by the VP, will make every effort to have at least one candidate for each office prior to the May meeting.
 - c. At the May meeting, the updated slate will be presented, and more nominations may be made from the floor.
 - d. All nominees must consent to be included on the ballot.

3. Elections
 - a. Elections will follow the floor nominations at the May meeting.
 - b. If more than one person is nominated for any position, voting will be done by secret ballot and the Principal will count the ballots.
 - c. Newly elected officers will shadow the current officers until year end.
 - d. Should a vacancy occur, a replacement will be elected at the next regularly scheduled meeting.
4. Terms of Office
 - a. Each elected officer will serve a one-year term and may serve up to 3 consecutive terms in the same office.
 - b. Each person may only hold one office at a time.

Article VI: Duties of the Executive Board/Officers

1. The Executive Board
 - a. Includes all of the officers.
 - b. May meet to plan and transact necessary business between regular meetings within the approved budget.
 - c. Creates standing and special committees as is necessary.
 - d. Delegates responsibilities to ensure maximum participation among members and successful events.
 - e. Sets yearly goals and initiatives and sets a budget with those goals in mind. These goals, initiatives, and the corresponding budget should be approved by the committee at the regularly scheduled August meeting.
 - f. Develops a proposal for using budget surpluses to best benefit the students of St. Luke.
 - g. Works to ensure that the policies set forth in these bylaws and other committee approved policies are being followed.
 - h. Delivers to their successors any official materials and/or e-files at the close of their term.
2. President
 - a. Sets the agenda with input from the other officers and presides at all meetings.
 - b. Coordinates the work of the officers and committee/event chairs.
 - c. Coordinates the PTL calendar of events with the school Principal.
 - d. Works with the entire committee as a team player.
 - e. Has strong communication and organizational skills.
3. Vice President
 - a. Performs the duties of the President in the President's absence.
 - b. Assists the President with coordinating activities and communicating with event chairs.
 - c. Is responsible for the nomination of officers at outlined above.
 - d. Works with the entire committee as a team player.
 - e. Has strong communication and organizational skills.

4. Secretary
 - a. Records the minutes of all PTL meetings.
 - b. Emails meeting minutes to all committee members within one week of the meeting.
 - c. Presents printed minutes to the members to review and approve at the next regularly scheduled meeting.
 - d. Checks the PTL mailbox for committee related correspondence at least twice per month and completes any necessary correspondence from the committee.
 - e. Works with the entire committee as a team player.
 - f. Has strong organizational and word processing skills.
5. Treasurer
 - a. Maintains full and accurate accounts of receipts and expenditures.
 - b. Makes disbursements as authorized by the committee.
 - c. Checks the PTL mailbox for treasury related correspondence at least twice per month.
 - d. Presents a printed financial statement including all transactions and budget status at each monthly PTL meeting.
 - e. Presents a yearly summary for the previous year at the beginning of the school year.
 - f. Makes all records readily available to be examined by other officers or the Principal.
 - g. Works with the entire committee as a team player.
 - h. Has strong organizational and accounting skills as well as access to Quicken, Excel or some similar software for tracking transactions.

Article VII: Sub-Committees

1. Any person or group who volunteers or is assigned to be in charge of an event or committee is responsible for reporting their work to the Executive Board.
2. Each committee should maintain a file containing job descriptions, financial records, correspondence, and any other pertinent materials and transfer this file back to the Executive Board once their work has been completed.
3. Financial Activities:
 - a. Chairpersons must always have a second person on hand to count/audit any transactions.
 - b. If start up cash is needed, a "PTL Start Up Cash Request" form should be submitted to the Treasurer at least one week prior to the event.
 - c. A "PTL Deposit Control" form should be used and returned to the Treasurer with the deposit when any money is collected for an activity.
 - d. Chairpersons are responsible for sticking to the approved budget for their event or activity. Any expenses beyond the budgeted amount must be approved by the committee prior to reimbursement.
 - e. Under no circumstance are any expenses to be reimbursed from the money collected. Expenses must be submitted according to the Reimbursement Policy.
 - f. All monies and records must be handed over to the Treasurer in a timely manner.

4. Any sub-committee that maintains its own banking account must present written reports of all transactions for each monthly PTL meeting.
 - a. Funds that have been raised by such subcommittees will be transferred into the PTL account in a timely fashion, as determined by the sub-committee chair and Executive Board.
 - b. Scrip
 - i. As an existing, on-going fundraiser, will maintain an operating account balance between \$3500-\$4000, as the PTL fund allows.
 - ii. Each July, at the end of the Scrip year, if the Scrip account balance is greater than \$4000, the balance greater than \$3500 will be transferred to the PTL account.
 - iii. The total balance, PTL funds balance, and any PTL related transactions will be reported at each monthly PTL meeting.

Article VIII: Meeting Procedures

1. Roberts Rules will be used as the business meeting guidelines.
2. Regular meetings of the PTL will be held on a monthly basis for the following months: August, September, October, November, January, February, March, April, May, and June.
3. Meetings may be added or dates changed by the Executive Board with proper notice to committee members.
4. The President should meet or communicate with the Executive Board prior to the regular meeting to set the agenda for the meeting. Every effort should be made to communicate the agenda to all committee members prior to the meeting.
5. The majority of the Executive Board in attendance at a regular monthly meeting of the PTL shall constitute a quorum for business transactions.

Article IX: Finances

1. There must always be duplicate checks.
2. Absolutely no checks are to be signed blank. All information must be filled in on the check before it is signed.
3. Authorized signatures on PTL checks will include the Treasurer, Secretary, and Principal.
4. If a check is to be written to an authorized signer, another authorized person must sign the check.
5. All reimbursement requests must follow the reimbursement policy.
6. Proper documentation must be filed for each issued check and each deposit and should be available for public view when requested.
7. Any checks returned for insufficient funds will be handled by the Treasurer. A letter will be sent containing a copy of the returned check, a request of the written amount and all fees charged to the PTL by the bank.
8. A Financial Review Committee, assigned by the Executive Board, shall review all financial documentation annually at the end of the school year. The committee shall consist of at

least one outgoing or current board member along with at least one other current member in good standing. This committee may not include either the outgoing or incoming Treasurer.

9. All financial records including the PTL checkbook and any pertinent records or files (including e-files) will be turned over to the new Treasurer at the close of each year.
10. All bank records, history of all transactions, committee financial files, receipts/invoices, and financial reports must be handed over to the President to be filed in the PTL closet at the close of each school year for future reference.
11. As a sub-committee of St. Luke Lutheran school, all assets of the PTL are ultimately the property of St. Luke Lutheran School. If the PTL should dissolve, these assets will be disbursed by the Principal and School Board in a manner designed to benefit the school and/or students.

Article X: Ethics and Restrictions

1. As a subcommittee of St. Luke Lutheran School, which is a 501(c)(3) tax-exempt organization, the PTL must not carry on any activities that are not permitted to be carried on by such an organization.
2. The PTL may not knowingly adopt any rules, regulations, or policies which may conflict with the rules, ideals, or authority of St. Luke Lutheran Church and School.
3. PTL members are expected to deliberate and implement decisions that follow the prescribed or implied bylaws and policies of the committee.
4. PTL members should execute decisions and follow guidelines that are in alignment with local, state, and federal laws.
5. Removal from office may occur by a majority vote of the committee for failure to perform assigned duties, corruption, or any act that brings dishonor to the PTL or St. Luke Lutheran Church and School. Removal shall take place after attempts have been made to discuss and resolve the problem.

Article XI: Renewal and Amendments to Bylaws

1. These bylaws will be reviewed every two years. A majority vote by the members present will constitute their acceptance.
2. These bylaws can be amended at any regular meeting provided that notice of the amendments have been given to the Principal, School Board, and committee members at the previous regular meeting.

Approval/Renewal Date	President Signature	Secretary Signature
2/10/2020		

St. Luke Lutheran School PTL Deposit Control Form

Event/Activity: _____

Chairperson: _____

Starting Cash

Ending Funds (Cash & Checks)

Den	x	Qty	=	Amount
\$20	x	_____	=	_____
\$10	x	_____	=	_____
\$5	x	_____	=	_____
\$1	x	_____	=	_____
25¢	x	_____	=	_____
10¢	x	_____	=	_____
5¢	x	_____	=	_____
1¢	x	_____	=	_____
		Total		\$ _____

Den	x	Qty	=	Amount
\$20	x	_____	=	_____
\$10	x	_____	=	_____
\$5	x	_____	=	_____
\$1	x	_____	=	_____
25¢	x	_____	=	_____
10¢	x	_____	=	_____
5¢	x	_____	=	_____
1¢	x	_____	=	_____
_____	x	_____	=	_____
_____	x	_____	=	_____
Checks (list on back)	x	_____	=	_____
		Total		\$ _____

Signature of officer providing box

Verification Signature – Counter #1

Verification Signature

Verification Signature – Counter #2

Cash Additions/Subtractions by Treasurer/Officer

Amounts (+ or -)	Reason	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any money added (treasurer brings more change) or taken from the cash box (treasurer collects large bills to store more securely elsewhere) should be noted here. Do not include even change-making transactions (example: treasurer replaces a twenty with 20 ones.).

**St. Luke Lutheran School
PTL Deposit Control Form**

Check Tracker			
	Check #	Name	Amount
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
15			\$
16			\$
17			\$
18			\$
19			\$
20			\$
Total			\$

**St. Luke Lutheran School
PTL Start Up Cash Request Form**

Date of Request: _____ Date Needed: _____

Requested By: _____

Event/Activity: _____

Change Requested		Currency Requested	
Pennies		\$1	
Nickels		\$5	
Dimes		\$10	
Quarters		\$20	
Total amount requested:			