



Trinity Lutheran School

Parent Teacher Organization (PTO)

By-laws 2013-2014

Article 1 – Name

The name of this organization shall be Trinity Lutheran School Parent Teacher Organization (PTO)

Article 2 – Mission

Mission Statement: Dedicated to enriching the Trinity Lutheran School (TLS) community.

Purpose: In this role, the purpose of the PTO shall be to encourage and enhance the educational experience of our families, teachers and administration. In doing so, we will foster a Christ-like sense of support, pride and enthusiasm through family activities and volunteer based programs that support our community.

Article 3 – Membership

Definition of Members: All adult family members of students currently enrolled, teachers and staff at Trinity Lutheran School are members of this organization. Other interested persons are welcome to attend and participate as guests.

Expectation of Members: In lieu of dues, the organization would ask each member to participate in two ways 1) volunteer a minimum of 5 hours over the school year to PTO; and 2) participate in fundraising.

Members in good standing: Individuals who are conducting themselves in accordance with the Mission and Code of Conduct of the PTO and who are currently or have shown an aptitude to participate in the expectations of members.

Article 4 – Leadership Team and their Appointment

1. The PTO shall have a Leadership Team which will consist, at a minimum, of a Chair, Finance Coordinator, Communications Coordinator, Volunteer Coordinator and the Principal of TLS. Additional Leadership Team roles can be created and appointed at any time by a majority vote of the current Leadership Team; however, the by-laws need to be edited to include the position and its duties during the year in which it is created.
2. Leadership Team members will be sought for the next year by the current year's team beginning in January of each year. Positions should be designated no later than March 31st of each year.
3. Transition of the Leadership Team will occur on the first day of summer vacation.
4. Leadership Team members can serve for unlimited terms; however, each year the current Leadership Team will vote on any position where the current individual indicates a desire to remain in the same role. A majority vote will determine the result.
5. A Leadership Team member who fails to perform his/her duties or abide by the PTO code of conduct will first be asked to resign. Should he/she refuse, he/she may be removed by a majority vote of the Leadership Team and will not have the opportunity to vote in the decision. A tie break would be decided by the Principal.
6. The Principal, on behalf of PTO, will report PTO activity to the TLS Board of Education (BOE) and will notify the Leadership Team of any recommendations from the BOE.

Last edited: 11/12/2014

Article 5 – Duties of Leadership Team

Chair:

Oversees Leadership Team, presides over meetings, partners with Principal for programs, contributes content for blog/newsletter and is a member ex officio of all committees. Submits written, monthly update to the Principle due one week prior to the BOE meetings. Meets monthly with the Principal after the BOE meeting for the Principal to give feedback and direction.

Finance Coordinator:

Manages PTO bank accounts, reports finances to Leadership Team at meetings, oversees fundraising efforts, partners with Chair to fund programs and partners with TLS Business office.

Communications Coordinator:

Oversees communication from the Leadership Team to the TLS community including flyers, signs, blog, newsletter, etc. Records minutes at meeting and distributes them to the Leadership Team and the TLS community no later than 10 days after a meeting is held.

Volunteer Coordinator:

Recruits volunteers for specific needs of the PTO, oversees communication methods, manages Show the Love program and manages volunteer attire.

Events Coordinator:

Oversees all PTO events from planning to post wrap-up, manages parent leaders of events, proposes event calendar, and updates the Leadership Team and community on events.

Fundraising Coordinator:

Oversees all PTO fundraising, gathering a team for the purpose of brainstorming and executing fundraisers, works closely with Communications Coordinator to make sure community understands the reason for fundraising and how the funds are spent.

Principal of TLS:

Attends PTO meetings as Administrative Representative and advises Leadership Team as needed.

Teacher Representative:

Shall be chosen by the teachers. He/She shall represent the teachers, convey their ideas and needs for PTO functions or events, be willing to attend PTO meetings, and report back to colleagues the contents of the PTO meetings.

Article 6 – Meetings

Regular meetings of this organization shall be conducted a minimum of six times per calendar year, occurring no less than every other month, allowing time for any standing committees to meet as necessary on the alternate months.

1. Meetings are reserved for discussion of regular business and presentation of new business.
2. Members in good standing may present new business so long as a written proposal has been submitted to each member of the Leadership Team no less than 30 days prior to a scheduled meeting.
3. All decisions will be made by a majority vote of the Leadership Team. Voting may occur at the meeting in which new business is presented, or may be tabled for a vote at a later time.

Article 7 – Executive Committee

1. The Executive Committee shall consist of the Leadership Team, the standing sub-committee chairpersons and standing co-chairpersons.
2. The duties of the Executive Committee shall be:
 - a. To transact necessary business in the intervals between general meetings and such other business as may be referred to it by the actual committee's responsibilities.
 - b. To create standing committees, as necessary.
 - c. To approve the standing sub-committees' plans of work.

Article 8 – Committees

Membership. Committees may consist of members in good standing, individuals on the Leadership Team with the Chair acting as an ex-officio member of all committees.

Standing Committees. The following standing committees shall be created by the Executive Committee and may be required to promote the objectives and interests of the Organization.

1. Hospitality (tiger guides, greeting, welcome bags, parent room, refreshments, etc.)
2. Communication (blog, signs, flyers, newsletter, mailers, thank you notes, bulletin boards, etc.)
3. Events (plans/schedules/oversees events including security at an event, etc.)
4. Fundraising (propose/run fundraisers, acquire donations, box tops, tiger store, etc.)
5. Volunteering (recruit/oversee volunteers, manage call list, Show the Love, volunteer gear, etc.)
6. Arts (gather TLS artists, propose and/or run school art projects, murals, etc.)
7. Outreach (represents TLS, Cully events, I♥Cully, pot blessing, Portland events, etc.)
8. Landscaping (refreshing flowers, trimming, weeding, garden liaison, etc.)

Committee Chairman: The Chairman of the committees shall be appointed by the Leadership Team. All committee Chairman shall present plans of work to the Executive Committee and no committee work shall be undertaken without the approval of the Executive Committee.

Article 9 – Finances

1. The fiscal year of the organization shall extend from July 1 – June 30 each year.
2. Each year, \$1000 raised from fundraising projects shall be set aside for the following year.
3. A tentative budget shall be drafted and presented by the Finance Coordinator at the July meeting. This budget shall receive final approval at the September meeting.
4. The Finance coordinator shall keep accurate records of any disbursements, income, and bank account information.
5. The Leadership Team shall approve all expenses of the organization with the following caveats
 - a. Chair and Finance Coordinator can receive reimbursement for miscellaneous expenses, by submission of a copy of receipt, up to \$50.00 per quarter.
 - b. Event Leaders will be given an operating budget for their event and reimbursements will be based upon the budget.
6. Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the Chair, Finance Coordinator and Principal.
7. It shall be the perpetual responsibility of the Leadership Team to insure that the financial records of the organization are complete, accurate and current.
8. The Finance Coordinator shall prepare a financial statement at the end of the year, to be reviewed by the Leadership Team.
9. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Article 10 – Oversight

The PTO is a Standing Committee of the TLS BOE and is ultimately governed by the BOE; however, the day to day oversight will be handled by the Principal. The Leadership Team will work closely with the Principal in order to understand the needs of the TLS community. The Principal and the PTO Chair will meet monthly to discuss program, additional planning and approval of PTO activity.

Article 11 – Code of Conduct

Individuals who assume any form of leadership role with the PTO (Leadership Team, Committee Chair, Event Leaders, etc.) will be required to read and sign the Code of Conduct, attached in Exhibit A.

Article 12 – Amendments

Amendments to the by-laws may be proposed by any PTO member in good standing. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting by a two-thirds approval of the members present.