

**MISSION STATEMENT
PARENT TEACHER LEAGUE
BAY PINES LUTHERAN SCHOOL
SEMINOLE, FLORIDA**

Greetings in the name of our Lord Jesus Christ.

Welcome to the Parent Teacher League (PTL) of Bay Pines Lutheran School. The PTL is an essential organization of the school and is governed by an executive board. Our purpose is to fully support our school through volunteer opportunities, assisting in communication between the school and our families, to involve all families in church and school functions, and to provide financial support for items that the school budget does not allow. Everything that we do fully benefits our children, school and church.

Our prayer for each school year is that we will glorify God in word and deed and love one another as God first loved us. We encourage all of our families to fully support the PTL by involvement. We request your prayers for God's continued blessings.

**CONSTITUTION OF THE PARENT-TEACHER LEAGUE
OF
BAY PINES LUTHERAN SCHOOL
SEMINOLE, FLORIDA**

I. NAME

The name of this organization shall be the Parent-Teacher League of Bay Pines Lutheran School, Seminole, Florida.

II. OBJECTIVES

The objectives of this Parent-Teacher League shall be:

- A. To be of service to the home and to offer help and guidance to Christian parents.
- B. To work in the interest of Christian education for Bay Pines Lutheran Church and School.
- C. To promote cooperative efforts between parents and teachers by supporting the plans and programs of the school.

III. SCOPE

The P.T.L. shall concern itself primarily with providing opportunities for enhancement educationally, financially, and socially to the children and their parents. It shall never become a policy making body for the congregation, however, it may offer suggestions to the Education and Services Committee at any time.

IV. MEMBERSHIP

All Parents/guardians, faculty members, Sunday School Teachers or Bay Pines Lutheran Church members will be considered members of PTL. All members are encouraged to participate in all of the activities of the organization and to vote.

V. OFFICERS

The officers of the P.T.L. shall be a President, Vice-President, Secretary/Treasurer, and Ex-Officio Faculty Member. All offices are elective.

Those officers and an ex officio member such as a faculty member will compromise the Executive Board of the Parent Teacher League. The Executive Board will be responsible for Volunteer Recognition Day.

AMENDMENTS

DATE

<u>AMENDMENTS</u>	<u>DATE</u>
<p style="text-align: center;">ARTICLE IV Substitute with:</p> <p>IV. MEMBERSHIP All Parents/guardians, faculty members, Sunday School Teachers or Bay Pines Lutheran Church members will be considered members of PTL. All members are encouraged to participate in all of the activities of the organization and to vote.</p>	<p><i>October 22, 1998</i></p>

The By-Laws

I. DUTIES OF THE ELECTED OFFICERS

- A. The president shall preside at all meetings of the Parent Teacher League and of its Executive Board. The president must be a member in good standing of Bay Pines Lutheran Church and be a parent/guardian of a child attending B.P.L.S.. She/He must attend the monthly meeting of the Education and Services Committee or appoint another representative from the Executive Board to attend. (Would the Exec/Svcs. Comm. allow the PTL Pres. to attend as an Advisory Member?) The president shall endeavor to have the organization meet its objectives and will oversee the effective operation of all sub-committees. The president shall appoint an independent council to administer the financial audit.
- B. The vice-president shall perform the duties of the president when the president is absent. The vice-president will be a member in good standing of Bay Pines Lutheran Church and be a parent/guardian of a child attending B.P.L.S.. The vice-president will promote active participation by the members of the P.T.L. (see Article IV). She/He shall endeavor to contact all parents, encourage their participation and seek ways for warmly greeting members at the meetings. The vice-president will oversee nominations to fill any vacant Executive Board positions for the following year.
- C. The secretary/treasurer shall keep accurate minutes of all P.T.L. and Executive Board meetings, report the business of the previous meetings, conduct P.T.L. correspondence, assist in preparing agenda, preserve P.T.L. documents, and perform other secretarial duties. The Secretary/Treasurer shall be a member of Bay Pines Lutheran Church in good standing and be a parent/guardian of a child attending B.P.L.S.. She/He shall receive and disburse all monies, accurately account for all monetary transactions, and regularly provide a financial report. The secretary/treasurer shall submit financial records for audit at the end of each school year. (Note-initial monies collected by the P.T.L. will be held in the church/school account until an actual P.T.L. account is established.)

II. DUTIES OF THE APPOINTED OFFICERS

The duties of the persons appointed to various offices shall be defined by the Executive Board. The president shall apprise these persons of their duties at the time the appointment is made.

AMENDMENTS

DATE

SECTION I. DUTIES OF THE ELECTED OFFICERS - paragraph B. Substitute with:

The vice-president shall perform the duties of the president when the president is absent. The vice-president will be a member in good standing of Bay Pines Lutheran Church and be a parent/guardian of a child attending B.P.L.S.. The vice-president will promote active participation by the members of the P.T.L. (see Article IV). She/He shall endeavor to contact all parents, encourage their participation and seek ways for warmly greeting members at the meetings. The vice-president will oversee nominations to fill any vacant Executive Board positions for the following year.

October 22, 1998

III. OCCURRENCE OF MEETINGS

Meetings of the Parent-Teacher League shall be arranged for the months of September, October, February, April and May on a date and time agreed upon by the P.T.L. and Bay Pines Lutheran Church. Additional meetings may be called as the need arises.

IV. ORDER OF BUSINESS

- A. Call to Order
- B. Opening Prayer
- C. Minutes of previous meeting
- D. Treasurers report
- E. Report of committees or other officers
- F. Unfinished business
- C. New Business
- H. Adjournment with prayer
- I. The program for the evening may be inserted in that place in the order which is deemed most desirable by the president.

V. AMENDMENTS

This Constitution and By-laws may be amended at any regular* (see III above) meeting of the P.T.L. by a 2/3 majority vote of those in attendance, and approval of the Education Services Committee. Such amendments shall not be in opposition to the Constitution of Bay Pines Lutheran Church.

VI. DISSOLUTION

In the event that at any time this organization shall be dissolved, any assets shall become the property of the congregation.

VII. BOARDS AND COMMITTEES

- A. The Executive Board shall meet monthly August-May.
- B. The Nominating Committee shall present candidates for each elective office at the April meeting. The Nominating Committee shall consist of the P.T.L. president, vice-president, and ex-officio.

- C. The P.T.L. shall have 3 standard committees. These committees are Volunteers Financial Support, and News & Information. Additional committees may be added by the Executive Board as necessary. Standard Committee Chairpersons will be appointed by the Executive Board. Committee Chairpersons report directly to the Executive Board. Committee Chairpersons will present all information to the Board before any information is presented to the members at the regular meeting.
- D. Committee members will be any active member of the P.T.L. The strength of our organization is through the active involvement of all parents. Members may choose to serve on the committee of his/her choice.

VIII. ELECTION

- A. An annual election by ballot shall be held at the April P.T.L. meeting. Candidates receiving the majority of votes of those in attendance shall be declared elected. If there is no clear majority, the top 2 candidates for each office will have a run-off.
- B. The President shall be elected to a 2-year term. Vice-President, Secretary/Treasurer, and Ex-Officio shall be elected to a 1-year term. An officer can be elected to 2 consecutive terms. An officer can be re-elected after taking 1 term off.

AMENDMENTS

DATE

ARTICLE VII BOARDS AND COMMITTEES

Substitute with:

VII. BOARDS AND COMMITTEES

The P.T.L. shall have 2 standard committees. The committees are Volunteers and News & Information. Additional committees may be added by the Executive Board as necessary. Standard Committee Chairpersons will be appointed by the Executive Board. Committee Chairpersons report directly to the Executive Board. Committee Chairpersons will present all information to the Board before any information is presented to the members at the regular meeting.

September 20, 2001

ARTICLE VIII Substitute with:

VIII. ELECTION

C. Should a position become open during the School year, the PTL Board may appoint someone to fill that position's remaining term. They will hold that position until the next schedule election.

September 20, 2001

COMMITTEES

The Volunteer Committee was created to address the following needs:

Welcoming Committee

- new parents meeting
- meet and greet
- buddy system/sponsor

Room Mothers/Tutoring (as defined by teachers needs)
assist with holiday parties, field trips, etc.

Beautification

The Financial Support Committee will assist in the areas listed below:

Wishlists

- class
- school
- teacher

Fund raising

Budget Updates

The News and Information Committee was formulated to enhance communication between home, school, and community. It will focus on:

School Newsletter

Suggestion Box

Bulletin Boards

Press Releases

Handbook/Directory

AMENDMENTS

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September 20, 2001

PTL MEETING – 10/22/98

PROPOSED CHANGES TO THE CONSTITUTION AND BY-LAWS

**The Constitution of the Parent-Teacher League of Bay Pines Lutheran School, Seminole
FL**

ARTICLE IV. MEMBERSHIP AND FEES - Substitute with:

IV. MEMBERSHIP

All Parents/guardians, faculty members, Sunday School Teachers or Bay Pines Lutheran Church members will be considered members of PTL. All members are encouraged to participate in all of the activities of the organization and to vote.

(2nd page of the copy of the PTL Mission Statement, Constitution and By-Laws handout)

The By-Laws

SECTION I – DUTIES OF THE ELECTED OFFICERS

paragraph B. – Substitute with:

- B. The vice-president shall perform the duties of the president when the president is absent. The vice-president will be a member in good standing of Bay Pines Lutheran Church and be a parent/guardian of a child attending B.P.L.S.. The vice-president will promote active participation by the members of the P.T.L. (see Article IV). She/He shall endeavor to contact all parents, encourage their participation and seek ways for warmly greeting members at the meetings. The vice-president will oversee nominations to fill any vacant Executive Board positions for the following year.

(2nd page of the copy of the PTL Mission Statement, Constitution and By-Laws handout)

PTL MEETING – 09/20/01

PROPOSED CHANGES TO THE CONSTITUTION AND BY-LAWS

**The Constitution of the Parent-Teacher League
of Bay Pines Lutheran School, Seminole FL**

The By-Laws

SECTION I – BOARDS AND COMMITTEES

PARAGRAPH C – Substitute with:

- C. The P.T.L. shall have 2 standard committees. The committees are Volunteers and News & Information. Additional committees may be added by the Executive Board as necessary. Standard Committee Chairpersons will be appointed by the Executive Board. Committee Chairpersons report directly to the Executive Board. Committee Chairpersons will present all information to the Board before any information is presented to the members at the regular meeting.

The By-Laws

SECTION I – BOARDS AND COMMITTEES

ADD PARAGRAPH C:

- D. Should a position become open during the School year, the PTL Board may appoint someone to fill that position's remaining term. They will hold that position until the next schedule election.