

**BETHANY LUTHERAN SCHOOL
PARENT TEACHER ORGANIZATION
GUIDELINES**

ARTICLE I – GOALS

The Bethany Lutheran Parent Teacher Organization (PTO) is an organization whose purpose is to support the educational goals and philosophies of Bethany Lutheran School. The goal of this organization is to foster and promote the growth of the school and to assist in the betterment of the school through various fundraising projects. This goal can be accomplished by combining parents, teachers, staff, and administrators to work as a team. We are committed to excellence – to working together purposefully, respectfully and trustingly in collaboration with the Bethany Lutheran School principal for the future good of our school.

ARTICLE II – MEMBERS

- A. The membership of the PTO shall be open to all adult family members. Members of the school's staff and faculty are welcome as advisors but with no vote, i.e. ex officio. The exception is those same staff and faculty members who are also parents of students at Bethany Lutheran School; they are allowed to vote.
- B. In lieu of dues, this organization requests parent participation hours and supportive actions for a continually productive school year for all.
- C. An active member is defined as any member attending any meeting called in accordance with the guidelines.

ARTICLE III – GOVERNMENT

- A. The Executive Board, comprised of elected officers, shall preside over matters relating to the operation of this organization, which is subject to the authority, and approval of the Bethany Lutheran School principal.
- B. The Executive Board shall submit, in writing, a proposal for planned fundraisers and anticipated expenditures to the School principal for approval. Proposals shall ideally be submitted in the fall and spring of each fiscal year.
- C. The Executive Board shall have discretionary spending authority related to start up costs and related fees per fundraising and fellowship project.
- D. A working fund of no less than \$5,000 shall remain in the treasury from year to year. The final amount to be carried over shall be determined by the Executive Board after consultation with the principal. The Executive Board shall make the amount known to the school business manager.
- E. The Executive Board shall provide a summary of action items and/or draft minutes to the principal within one week of any meeting that (s)he does not attend.

ARTICLE IV – EXECUTIVE BOARD

- A. The PTO Executive Board shall be comprised of the following elected officers:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
- B. Officers shall be selected by volunteer or nominated by the membership at large.

- C. Officers are selected by a vote of active Bethany PTO members during the regular meeting in May.
- D. The term of office will be July 1 to June 30 of the following year.
- E. Any vacancy on the Executive Board may be filled by unanimous nomination of the sitting Board members, subject to ratification by a majority of the voting members present at the next regular meeting. In the event the Board's nomination is not ratified, or the position remains vacant at the next regular meeting, the vacancy may be filled by nomination and simultaneous election at that meeting.

ARTICLE V – DUTIES OF OFFICERS

- A. President – The President shall be responsible for preparation of the agenda and lead monthly meetings of the PTO. The President shall be a member ex-officio of all committees.
- B. Vice President – The Vice President shall act as aide to the President. In the absence of the President, the Vice President shall assume the duties of the President and shall perform other duties assigned by the President.
- C. Secretary – The Secretary shall keep complete and accurate minutes of all meetings of the PTO, shall keep all reports of officers and committees and be prepared to refer to minutes of previous meetings. The Secretary shall conduct any necessary correspondence, except that provided by committees, send out notices of meetings and copies of minutes once approved by the PTO. A summary of all unfinished business shall be submitted for use of the President.
- D. Treasurer – The Treasurer shall keep an accurate count of all monies of the PTO and deposit all monies belonging to the PTO to the school business manager in a timely and efficient manner; obtain the signature of at least one other member of the Executive Board on all check requests received, sign all check request forms, and transmit all check request forms to the school business manager in a timely and efficient manner, shall keep an accurate record of receipts and disbursements and present an oral Treasurer's Report at each PTO meeting, or if not attending a meeting provide a written report to another member of the Executive Board prior to the meeting, and provide a written report at the end of the school year

ARTICLE VI – MEETINGS

- A. All meetings will be advertised in advance. Any meeting where business is conducted will have an agenda and minutes will be taken. Minutes will become public information once accepted by the PTO. Robert's Rule of Order will be the Parliamentary Procedure practiced.
- B. All meetings where business is conducted will have an agenda. The agenda will be made available to membership prior to the meeting. Any person wishing to have an item placed on the agenda may do so by notifying the President one week prior to the next PTO meeting.
- C. Regular meetings for conducting PTO business shall be held monthly, from September to May, at a time and place designated by the President and the principal. These meetings may be for the purpose of fellowship as well as for business. The President may call special planning meetings as necessary.

ARTICLE VII – COMMITTEES

- A. Committee Members shall be selected on a volunteer basis or nominated from the floor by general membership.
- B. The President of the PTO may appoint committees and their chair as required. Each committee shall be given verbal instructions on the function of their committee.

- C. Committee Chairs will report back to the President and/or the general membership on the progress of their committee and submit a written report at the end of the year to assist the newly elected President and/or Committee Chairs.
- D. Subcommittees shall be filled on a volunteer basis or appointed as required.

ARTICLE VIII – STANDING COMMITTEES

- A. Childcare/Hospitality – Shall coordinate childcare and refreshments for PTO meetings.
- B. Fundraising – Shall work closely with the co-chair to organize and oversee 2-3 major fundraising events during the school year. Chairperson will assist the President with preparing proposals for the School principal.
- C. Library – Shall help establish and maintain a school library and coordinate times with staff to be available for checking out books to students.
- D. Yearbook – Shall work with staff to collect pictures throughout the year and coordinate with class representatives to meet deadlines for publication.
- E. Fellowship Events – Shall work with families to coordinate and encourage participation with Crab Feed / Pasta Dinners, Hot Lunch, Wanna Break Wednesday/Taste Tuesday, and holiday celebrations hosted at the school.
- F. Student Enrichment - Shall work with the teachers and families to coordinate and encourage participation in science fairs, Junior Achievement, after school enrichment activities, and other opportunities to enhance the overall education of the students.

ARTICLE IX – VOTING

- A. All items that are voted on must be passed by the majority of the PTO members present at the meeting recognizing that some items may be subject to final authorization by the School principal.
- B. Any item requiring action at a meeting must be placed on the agenda prior to the actual vote. Any action item that does not meet this criterion may need to be tabled until the following meeting.
- C. No member shall be permitted to vote by proxy.

ARTICLE X – AMENDMENTS TO THE GUIDELINES

- A. Proposals to amend these guidelines may be introduced at any Executive Board and principal meeting.
- B. Adoption of proposed amendment to these guidelines shall be by a majority vote of those present at the meeting.

ARTICLE XI – GENERAL RULES OF ORGANIZATION

- A. No funds shall be dispersed that have not previously been approved in the PTO budget, or the budget of one of the committees of the PTO.
- B. Any expenditure not previously approved in the PTO budget or the budget by one of the committees of the PTO must be approved by a majority vote at a PTO meeting called in accordance with the guidelines.