



St. John's Lutheran School

PTO Bylaws

The name of the organization is St. John's Lutheran School Parent Teacher Organization.

Mission

To provide a Christ-centered spirit of assistance, cooperation, communication, and unity for the betterment and benefit of the children of St. John's Lutheran School.

Objectives

1. To provide monetary and human resource support for extracurricular activities and enhance classroom programs through the collaborative efforts of parents, teachers, and administrators.
2. To promote volunteer programs and provide resources for the school.
3. To promote educational, informative, and enhancement programs.
4. To raise funds providing for the objectives above.

Membership

All parents and guardians of students at St. John's Lutheran School may be a member and have voting rights. The principal and teachers of St. John's Lutheran School are members and have voting rights.

Executive Board

1. The Executive Board shall consist of the PTO officers, the Teacher Representative, the Principal.
2. The Chairs of each standing committee are invited to be a part of the Executive Board.
2. The Executive Board shall approve and schedule all PTO programs and activities.

Officers and Elections

1. The officers of the PTO shall be a President, Vice President, Secretary, and Treasurer.
2. Officers shall be elected by the PTO members and teachers attending the General Assembly PTO meeting in the spring.

Duties of the Officers

1. **President** - Serve as leader and key contact for the PTO; preside at all PTO meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTO's objectives can be met.
2. **Vice-President** - shall perform the duties of the President in the event of the President's absence. The Vice-President shall also perform such other duties as assigned by the President or Executive Board of the PTO. Ideally – is willing to serve as President in the future.
3. **Secretary** - shall keep an accurate record of all meetings of the organization and of the Executive Board, conduct the correspondence delegated to the Secretary. The Secretary is custodian of all communications, documents and papers belonging to the organization.
4. **Treasurer** - shall receive all moneys of the organization; shall keep an accurate record of receipts and expenditures; shall pay out organization funds only as authorized by the organization or the Executive Board; and shall present a statement of account at every meeting of the PTO.

Standing Committees

Standing Committees shall be created by the Executive Board as required to promote the objectives and plan the activities of the PTO. Standing Committees may include Fundraising, Hospitality, Membership, Communications, Family Events, etc. The board may create additional committees as needed.

Meetings

1. All business meetings of the PTO shall be open to all members of St. John's Lutheran Church and School and all are encouraged to attend.
2. All PTO members are eligible to vote.
3. Business meetings should be held monthly. General Assembly meetings should be held at least twice a year.
4. Business meeting voting quorums shall consist of a simple majority of the participants.
5. Executive Board may conduct voting via email if necessary.
6. Meeting dates and times shall be publicized.

Amendments to the Bylaws

A Committee may be appointed by the Executive Board to submit revisions to these bylaws which must be passed by a majority vote of the Executive Board.

For questions or issues not listed reference <http://www.PTOtoday.com> sample by-laws.