

Bethany Lutheran Parent Teacher League

Charter – updated September 2018

Mission Statement: The Parent Teacher League (PTL) shall, utilize volunteers and activities to benefit the educational experience and overall atmosphere at Bethany Lutheran Preschool and Dayschool. Throughout the year the PTL will provide enrichment programs, assemblies, and fellowship events for the Bethany community.

Vision: With the help of God, the PTL will work to provide an open organization where school children, parents and faculty can foster a Christian environment, whereby everyone can experience God's love.

Membership: All parents who have children enrolled in one of Bethany's schools are automatically active members of the PTL. All eligible members are entitled to participate in the activities of the PTL and its various committees, provided their membership is classified as "active".

Dues: There are no annual dues for Bethany's PTL. The hope is that each family will participate fully in PTL events and fund-raisers that are held throughout the year.

Meetings: The Executive Board and Committee chairs will meet in August to plan the year ahead. Regular PTL Meetings will be held monthly thereafter. All parents are welcome to all PTL meetings.

PTL Board

Executive Board Member: The Principal of Bethany Lutheran school (or staff/faculty designee), serving as representative of the Board of Schools, has overall supervisory responsibility of the board and PTL activities, and provides authority for the board to conduct its business and affairs.

President:

- Active member of Bethany Lutheran Church.
- Presides over PTL and executive board meetings.
- Sets meeting agenda in coordination with the Principal.
- Sets up committees in order to plan and oversee PTL events and activities.
- Oversees the process of planning out a yearly budget proposal for the PTL (which will be approved by the PTL members and the Board of Schools).

Vice President:

- Active member of Bethany Lutheran Church.
- Acts as an aid to the president, and in his/her absence, performs his/her duties.
- Responsible for maintaining an updated list of traditional PTL events and/or responsibilities throughout the year – adding new events when appropriate and removing activities no longer necessary.

Treasurer:

- Active member of Bethany Lutheran Church.
- Receives and has charge of all funds payable to the PTL and deposits them into the designated account.
- Disperses funds as authorized by the PTL and in collaboration with the principal and faculty representative.
- Keeps accurate records of disbursements and deposits and arrange regular audits of finances in coordination with Bethany's Board of Finance.
- Reconciles the bank account monthly, signs checks and secures a second signature from one of the approved signatories.
- Ensures that two Board members are present when money is collected and/or counted.

Secretary:

- Active Member of Bethany Lutheran Church.
- Keeps an accurate record of all meetings and provide summary reports to the principal and PTL Board.
- Keeps attendance at all meetings and prepares communication for ballots for upcoming executive board elections.

Committee Chairpersons: Committee Chairpersons do not need to be members of Bethany Lutheran Church. Committee chairpersons are encouraged to reach out to Bethany parents *outside* the PTL Board to form their committees.

- Jog-a-thon
- Pumpkin Patch Carnival
- Grandparent's Day
- Christmas Store
- Project Shepherd

- Sees Candy
- Spring Fundraiser
- Teacher Appreciation Week
- Bethany Block Party (Fun Day)

Elections: Regular elections for the executive board will be held in the spring of each school year. Nominations will be presented to the executive board in order to validate each candidate and to prepare a ballot for elections. Elections will be held at a regular PTL meeting (pre-announced a week in advance in the school weekly newsletter). Special elections in case of vacancy may be held at various times throughout the year with appropriate lead time for nominations and announcement of an election date.

Length of terms for Executive Board:

- President –no more than three years consecutively
- Vice-President – no more than three years consecutively
- Secretary – no more than three years consecutively
- Treasurer – no more than three years consecutively
- Faculty Representative – no term limit and appointed by school principal

Vacancies: When a position has a vacancy, the vacancy will be filled with an appointment by the PTL Executive Board upon a majority vote by the Board.

Fund Raising: The PTL may be called upon to plan and oversee a fund-raiser to cover some or all of the cost of materials, events, capital improvement (and the like) which might benefit the overall educational experience at Bethany (one such example is the Jog-a-thon). The number of these events will be limited to two each year and must go through the approval process set up by Bethany’s Board of Schools.

In addition to these two fund raising events, the PTL may also collect and distribute funds by coordinating various “school earnings loyalty programs” such as: Box Tops for Education, Labels for Education, Scholastic Book Fairs, etc....

Handling/Disbursement of Funds: Fiscal operations will be based on a non-profit policy. Two Board members must be present when money is collected and/or counted. An annual budget will be prepared and approved by the PTL at the first monthly meeting, then approved by the Board of Schools. Expenditures up to \$499 may be approved by a majority vote of the Executive Board. Expenditures over \$499 must be approved by the PTL members at a monthly meeting. Authorized signers on the PTL checking account may be members of the Executive Board and/or the Principal. All checks require a completed and approved check request and two signatures on the check itself.

Community-Building Events: The PTL may plan and organize several community-building events during the school year (one such example is the Pumpkin Patch Carnival). Board members should strive to strike a balance between community-building and creating too many obligations for already busy families. Planning for such events will be in collaboration with other Bethany ministries, the Preschool Director and the Principal.

Such events will be consistent with policies and procedures of Bethany Lutheran Church, such as:

- Events should not be planned at the same date and time as worship or in a way that discourages families from worshipping;
- The master calendar must be checked before scheduling, and
- PTL events need not to conflict with other congregation events that may be happening;
- Insurance issues need to be worked out via the Business Manager at least one month in advance of an event which requires it.
- Major events should be vetted at staff and faculty meetings, via the principal, to ensure that large events are not planned too close together.

Order of Business for each PTL regular meeting:

- A. Welcome
- B. Opening Devotion
- C. Approval of Minutes
- D. Treasurer's Report
- E. Past Events Review
- F. Upcoming Events Planning
- G. Principal's Report
- H. Preschool Director's Report
- I. Closing Prayer
- J. Reminder of up-coming meetings