

CONSTITUTION OF THE EMMAUS LUTHERAN SCHOOL PARENT TEACHER LEAGUE

ARTICLE I – NAME

The name of this organization shall be:

EMMAUS LUTHERAN SCHOOL PARENT TEACHER LEAGUE.

ARTICLE II – OBJECTS

The objects of this organization shall be:

1. To develop a common understanding of the objectives of Christian Education and the procedures that are helpful in achieving these objectives;
2. To promote a mutual understanding between parents and teachers;
3. At no time shall the Parent Teacher League attempt to dictate to the Voter's Assembly or to the School Board, or in any way interfere with their management of school affairs. Suggestions or requests for consideration shall be made to the Voter's Assembly through the regular School Board. Problems affecting personalities or personal relationships in the school organization shall be referred to the persons or groups involved before discussion is allowed on the floor;
4. To support worthy endeavors of the School Board to further Christian Education;
5. To assist in securing necessary equipment for the School;
6. To uphold the School against unmerited opposition;
7. To assist in relieving children of financial distress at the request of the principal.

ARTICLE III – MEMBERS

Any parents of children attending Emmaus Lutheran School even though they do not hold membership in Emmaus Lutheran Congregation shall be eligible for membership by paying dues.

ARTICLE IV – OFFICERS

The officers of this organization shall be: President, a Vice-President, a Secretary, and a Treasurer. The Executive Board shall consist of the President, the Vice-President, the Secretary, the Treasurer, and Chairman of the School Board, and the Principal of the School or his appointed representative.. The President and Vice-President offices shall be held only by communicant members, in good standing of Emmaus Lutheran Church who are parents of the children attending Emmaus Lutheran School. The Secretary and Treasurer offices shall be held by parents with children currently attending Emmaus Lutheran School. The officers shall be elected by ballot from the list of candidates prepared by a nominating committee.

ARTICLE V – MEETINGS

Regular business meetings shall be held on regular dates fixed by the Parent-Teacher League. All meetings shall be governed by Parliamentary rule. Special meetings may be held when ordered by the organization or by its Executive Board.

ARTICLE VI – DUES

The dues shall be fixed annually in the September meeting after the organization has heard the recommendation of the Executive Board in regard to the program for the year. All members of the faculty and spouses shall be exempt from paying dues.

ARTICLE VII – QUORUM

Those present constitute a quorum.

ARTICLE VIII – DISSOLUTION

Should dissolution of the organization become advisable, a majority vote of the enrolled membership shall be necessary to accomplish it. In the event of a dissolution the Executive Board shall turn over all records, funds, and other property of the organization to the congregation's School Board.

ARTICLE IX – AMENDMENTS

This constitution may be amended by a two-thirds majority vote of those present at a regular meeting when proposed amendment has been presented to the membership in writing. The approval of the School Board and the Church Council must be obtained prior to any amendment becoming effective.

BY-LAWS

ARTICLE I – ELECTION OF OFFICERS

Officers shall be elected and installed for one year at the May meeting, with the exception of Vice-President -- that individual moves up to the office of President for the next year.

ARTICLE II – DUTIES OF OFFICERS

1. **President** – The President shall preside at all meetings of the organization and of its Executive Board and appoint necessary committees.
2. **Vice-President** – The Vice-President shall preside in the absence of the President and shall be Program Chairman. The Vice-President shall take care of all publicity or work with the chairman for that event.
3. **Secretary** – The Secretary shall keep a record of the proceedings of the organization and of its Executive Board, keep a membership record, carry on the necessary correspondence, and assume such other duties as may be assigned by the Executive Board.
4. **Treasurer** – The Treasurer shall collect dues, serve as custodian of the organizations accounts, and pay bills when authorized by the organization or members of The Board. *Signature card – The President, Vice-President, and Treasurer shall have signature authority on the organization's accounts and two signatures shall be required on all checks and withdrawal slips.
5. **Executive Board** – The Executive Board shall deliberate upon all matters pertaining to the welfare of the organization. It shall be empowered to act for the organization during the interim between meetings. At its organization meeting a suggested program outline for the coming year shall be prepared.

ARTICLE III – COMMITTEES

1. **Membership Committee** – The President shall appoint a membership committee of three persons who shall elect one of their body to serve as chairman. Duties of the committee shall be to increase membership participation.
2. **Program Committee** – The Vice-President shall be the program chairman and shall appoint a chairman for each meeting; this chairman shall in turn pick his/her committee.
3. **Nominating Committee** – A nominating committee shall be elected in the meeting prior to the meeting of the election. Any member may propose names in writing to the nominating committee during the two weeks following the election for the nominating committee. This committee, at the meeting in which the election will be held, shall present a closed slate consisting of at least two members for each office. The nominating committee shall consist of three elected members, the Vice-President, and a member of the Board of Christian Education.

ARTICLE IV – AUDITS

The Treasurer's books and records shall be examined at the close of each term by an auditing committee consisting of two members appointed by the President.

ARTICLE V – AMENDMENTS

These By-Laws may be amended by a two-thirds vote of those present at a regular meeting when the proposed amendment has been presented to the membership in writing. The approval of the School Board and the Church Council must be obtained prior to any amendment becoming effective.