

St. Lucas Evangelical Lutheran PTO Charter

Article 1: (Name)

The name of the Organization shall be St. Lucas PTO.

Article 2: (Membership)

Membership is open to all parents/guardians of children attending the St. Lucas Evangelical Lutheran School, adult members of the St. Lucas Congregation and the St. Lucas Lutheran School Faculty members.

Article 3: (Mission)

As we strive to glorify our Savior, the mission of St. Lucas PTO is to promote Christian relationships that enhance the lives of our Children, Parents/Guardians and Teachers at home and at School.

Article 4: (Objectives)

The objectives of the St. Lucas PTO are;

- *To develop a more informed and positive environment for our Children at home and school through education, seminars and speakers.*
- *To strengthen the Christian relationships among parents/guardians, teachers and children through fellowship and outreach activities.*
- *To help defer costs for educational opportunities for the students of St. Lucas Evangelical Lutheran School.*

Article 5: (Officers/Elections)

In the April meeting, officers will be elected as Follows; the Chairperson/President and the Secretary shall be elected in the odd numbered years and the Co-Chairperson/Vice President and Treasurer shall be elected in the even numbered years. Officers shall be elected for a two (2) year term and shall not be eligible for re-election to the same office for one year. If candidates cannot be found, a special meeting will be held to extend the term(s) of the affected officers(s). Extensions will be limited to a one year term. Terms in office will begin July 1st of the current school year and newly elected officers are required to attend summer officers meetings. Voting shall be by ballot vote at regular PTO meeting and majority rules.

Article 5A: (Eligibility)

At the time of elections, any parent/guardian of children attending St. Lucas Evangelical Lutheran School or any adult member of St. Lucas Congregation is eligible to be nominated/voted/elected to the office of Chairperson/President, Co-Chairperson/Vice President, Secretary or Treasurer. Members of the Board of Education and Faculty shall not be officers of this organization. Eligibility requirement are to be an active member of the St. Lucas PTO for the current school year.

Article 5B: (Duties)

Chairperson/President: The Chairperson/President, with guidance of Board of Education and in the cooperation with the Principal, will organize and preside over the meetings, develop and publish the agendas, will enforce this Charter and any resolutions with the authority to appoint committees as necessary. In the case of a vacancy in the office, the Co-Chairperson/Vice President will fill that vacancy and a new election will be held to fill the Co-Chairperson/Vice President seat. The Chairperson/President along with the other officers, will do a year end audit of the groups financial statements. The Chairperson/President will also help develop reminder notices of the meeting, help with recruitment ideas, as well as follow-ups of what we can do better.

Co-Chairperson/Vice President: The Co-Chairperson/Vice President, will assume the Chairperson/Presidents responsibilities/duties in the event of the Chairpersons/President's absence or inability to serve. Co-Chairperson/Vice President will coordinate efforts with the Secretary to secure on-site Child Care at each meeting.

Treasurer: The Treasurer will receive and have charge of all monies and funds of the organization and disperse such monies as authorized by the organization and shall keep accurate records and accounts of all financial transactions. A report of such receipts and disbursements will be made at each meeting and provided to the Secretary, along with a copy of same records placed in the Board of Education Mailbox, labeled Attn: Day School Chairperson From: St. Lucas PTO and marked Financial Records.

Secretary: The Secretary will develop and keep attendance lists of all members present for meetings, take notes during the meetings and keep all records in St. Lucas PTO binder and will bring binder to every meeting. The Secretary will also work with the Chairperson/President to develop information to be published in the Lancer Letter, Church Bulletin, or St. Lucas PTO Newsletter. The Secretary shall also serve as coordinator to Co-Chairperson/Vice President for on-site child care to be available at each meeting. The Secretary shall also be responsible for posting signs for each meeting, and advertising the meetings.

Article 6: (Dissolution)

Should dissolution of the organization become necessary or advisable, a majority vote must take place. All funds in such an event are to be turned over to the treasurer of St. Lucas Congregation.

Article 7: (Amendments)

Any Charter amendments must be published in the Lancer Letter, Church Bulletin, or St. Lucas PTO Newsletter at least two weeks prior to a regularly called meeting. At this meeting is must received by a majority vote to be accepted.

Article 8: (Meetings)

Regular meetings will be scheduled at the beginning of the school year, starting in August. Programs for the following school year will be on the May, June and July agenda's and presented to the Principal no later than August 15th. All regular meetings will be held at 6 p.m. and will not extend past 8 p.m. Additional meetings will be called during any month that there is a St. Lucas PTO event planned. There will be a monthly Officers meeting, locations and times agreed upon by all Officers and shall be at least one week prior to the regular scheduled meetings. Additional meeting are required of the officers during the summer months. Attendance is key to making this a success. If you are not able to attend any meeting, officers must contact the Chairperson/President in advance.

Article 9: (On-Site Child Care)

On-site child care will be provided at all meetings, when necessary. This item will be listed on every agenda and coordination will be made by the Secretary and the Co-Chairperson/Vice President to ensure we have appropriate coverage scheduled.