

# **HOPE LUTHERAN CHRISTIAN SCHOOL**

## **PARENT TEACHER LEAGUE BY-LAWS**

### **Definitions**

- 1.) PTL shall be used hereafter to refer to the entire parent membership of the Hope Lutheran Parent Teacher League (Hope Lutheran PTL)
- 2.) HLCS shall be used hereafter when referring to Hope Lutheran Christian School
- 3.) Membership shall refer to all parents and faculty of HLCS.
- 4.) Administration shall refer to the Principal and Vice-Principals of both the high school and elementary school.
- 5.) Part Time Student is a student in Grades 10-12 who is enrolled in less than 4 classes per school year at HLCS.
- 6.) International Student is a student who is enrolled in HLCS's International Student program.

### **Goals**

- 1.) To foster a relationship between parents, administration and faculty of HLCS, allowing all parties to have their voice heard, in a capacity that acknowledges all parties opinions as to the improvement of the school.
- 2.) To stimulate continuous involvement of the school community to the betterment of the school and external community.
- 3.) To support the faculty and administration in their primary tasks of teaching and learning with resources required.

### **Executive**

- 1.) The Executive members of the PTL shall consist of a President, Vice-President, Secretary, and Treasurer, and 3 Members at Large (One must be a high school parent, and another an elementary school parent). In the interest of personal time restrictions and/or training, a Member at Large may job share with one other position.
- 2.) Executive members shall be appointed by the current Executive via self-nomination, or in the case of more than one member interested in the vacancy, election at the May general membership meeting.
- 3.) Each position shall have a term of two (2) years. Executive members may serve consecutive terms if they wish or if no other interest is expressed in the position. In the event a member joins the Executive due to a vacancy partway through a school

year, the year shall be finished out, and two school years shall be served following. The new member shall join the Executive as outlined above in point 2.

- 4.) Call for nominations shall be made at general membership meetings, after being posted weekly for a period of four (4) weeks.
- 5.) Volunteer hours must still be recorded and submitted.
- 6.) All Executive positions must be filled by a parent and/or legal guardian of a student of HLCS.

## **Duties**

### **Executive**

- President – Runs all Executive and general membership meetings. Liaises with the Administration and Faculty. Oversees all committee heads. Sets both Executive and general membership meeting agendas.
- Vice-President – Assists President in duties. Chairs meetings in President's absence.
- Secretary – Takes minutes and transcribes for both Executive and general membership meetings. Maintains filing for all correspondence.
- Treasurer – Maintains accurate accounting and financial reporting of all financial matters pertaining to the PTL. Prepares monthly financial report for each meeting. Maintains filing for all finances.
- Elementary School Member at Large – Represents all parents of the Elementary School and ensures their needs are being appropriately represented.
- High School Member at Large – Represents all parents of the High School and ensures their needs are being appropriately represented.

### **Non-Executive**

#### **Class Liaisons**

- 1.) Class Liaisons will be considered a sub-committee of the PTL and work in accordance with them, providing support for PTL initiatives.
- 2.) Call for Class Liaisons will go out the first week in June via notification in the weekly communication.
- 3.) All hours must be recorded.
- 4.) Class Liaisons will be responsible for organizing class celebrations, fun food day, staff appreciation lunches, communicating with class parents on behalf of the teacher as required, group donations and gifts, maintaining the parent volunteer hour log for the class and training the parents in the input of their hours, and any other assistance their teacher may like them to provide.

- 5.) Class Liaisons will not be held responsible for non-entry of parent volunteer hours for other families in the class.

### **Signing Authority**

- 1.) Sign cheques for payment as required, upon presentation of invoice or receipt.
- 2.) Signing authority shall be held by the Treasurer and 3 other parent/guardian members of the PTL.

### **General Membership**

- 1.) All parents/guardians, administration and faculty of HLCS students shall be considered members of the PTL. Membership allows parents a vote in all meetings and the right to attend all general membership meetings.
- 2.) The PTL membership fee is \$55 per student family, per school year, payable at registration in August. Families of part time students and international students are not required to pay the membership fee.

### **Parent Volunteer Hours**

- 1.) All student families are required to complete 15 hours of volunteer time per term (July-January and February-June). There will be no exemptions for hours served regardless of position within PTL or staff status (ie. administration, teachers), with the exception of part time students and international students.
- 2.) Each family is required to provide two (2) \$200 cheques for non-completion of parent volunteer hours, one dated January 31 and another dated June 15. The families that do not complete their required 15 hours, will have partial hours prorated and completed hours refunded, following the deposit of their \$200 cheque. Zero hours completed will result in the deposit of their \$200 cheque with no refunds being given.
- 3.) There will be no carrying over of hours term to term.

### **Meetings**

- 1.) Meetings shall be held on the first Friday of the month at the York St campus of HLCS, with every third meeting be held at the High School campus at 9 AM, whenever possible. In the event of a Pro-D Day or statutory holiday, the meeting shall be held the following Friday.
- 2.) Attendance at meetings shall award each parent a minimum of one (1) volunteer hour. Attendance must be recorded in the parent volunteer hour log for their class.
- 3.) Agenda will be drawn up by the President, finalized with the Executive, and distributed with the previous meeting's minutes, and the financial report for the month.

- 4.) The previous meeting's minutes shall be approved as read or corrected each meeting, and then made available on the school website and the following week's weekly communication, along with the financial report.
- 5.) All motions brought forward will be moved, seconded, and voted upon by the general membership.
- 6.) There shall be no voting by proxy.
- 7.) All members (parents/guardian, administration and staff) may vote. Quorum has been met when 8 general members are present (not including Executive and administration).
- 8.) Order of Business:
  - Devotion and Prayer
  - Previous Meeting's Minutes – Approved/Corrected
  - Principal's Reports
  - Financial Report
  - Old Business
  - New Business
  - Adjournment

### **Committees**

The following committees will run under the PTL. A call will be put out for volunteers at meetings, as well as in the weekly communication should these positions have a vacancy. Other committees may be added as the need arises by the Executive and administration.

- Fun Food/Staff Appreciation Lunches Co-ordinator
- Hot Lunch Co-ordinator
- Uniform Committee
- Christmas Hampers
- Reading Link Challenge
- Emergency Preparedness Co-ordinator
- Thrift Sale Co-Ordinator
- Parent Resource Library
- Lice Check Committee
- Sports Day Co-ordinators
- Parent Participation Co-Ordinator
- Harvest Fest Co-Ordinator
- Fundraising Co-Ordinator
- Blessings and Burdens Co-Ordinator

## **Fundraising**


- 1.) There shall be no mandatory fundraisers.
- 2.) The PTL shall hold no more than two (2) external sales oriented fundraisers (ie. chocolate, labels) in one (1) school year. One in the fall and one in the spring.
- 3.) One (1) event type fundraiser shall be held a school year.
- 4.) All hot lunch expenditures and revenue will go through PTL.
- 5.) Parent volunteer hour non-fulfillment payment will be considered revenue for the PTL.
- 6.) Fun Food revenue will be considered revenue for the PTL.


## **Finance**

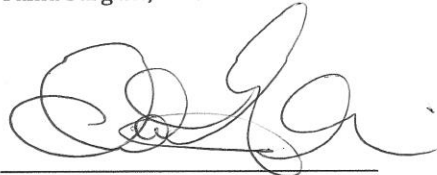
- 1.) The PTL will grant faculty wish list requests as appropriate and feasible through vote by the general membership at the September general meeting of each school year. Additional requests will be voted on as applicable.
- 2.) Expenditures up to and including \$50 per transaction made by committee heads and Executive members do not require general membership approval, and must be supported by a receipt.
- 3.) Signing authority shall be held by the Treasurer, and 3 other parent/guardian members of the PTL at any one time.
- 4.) The PTL will pay the following annually, with no motion needing to be brought forward to the floor. These may be subject to periodic review and amendment when a new Executive begins a term, or if costs rise:
  - a) Reading Link - \$250
  - b) Lice Committee - \$100
  - c) Emergency Preparedness - \$200
  - d) Accelerated Reading Program - \$7.50/student
  - e) Math Facts In a Flash - \$7.50/student
  - f) Resource Department - \$1000
  - g) Gym Sense (K-4) - \$9/student
  - h) Library - \$500
  - i) Christmas Hampers - \$150
  - j) PTL Scholarship - \$1750
- 5.) A monthly financial report will be presented at each monthly general membership meeting for review.
- 6.) The Treasurer is responsible for all cash deposits to the bank.
- 7.) A financial review shall be performed by a qualified parent/guardian member, or other qualified party when a new Treasurer assumes their position.


8.) A yearly budget will be drawn up in June by the Executive using projected membership fees for the next school year and the current school year's fundraising income as revenue, and standing motions/commitments as expenses.

Accepted and adopted on March 7, 2014 at Port Coquitlam, BC by:


  
Tania Sargent, President


  
Trish Mandewo, Elementary MAL


  
Claudia Garcia, Vice President

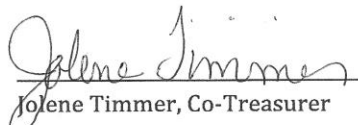
  
Minoli Edema, High School MAL

  
Andrea Smith, Secretary

  
Mike Schiemann, Principal

  
Sue Inden, Co-Treasurer

  
Luke Adam, Principal

  
Jolene Timmer, Co-Treasurer

