

BY-LAWS

ST. PAUL'S LUTHERAN PARENT-TEACHER LEAGUE
BEATRICE, NEBRASKA

Article I

Membership

- A. Membership in the League shall be open to:
1. Any communicant member of St. Paul's Lutheran Church, Beatrice, Nebraska.
 2. All other parents who have children enrolled in any of the educational agencies of the congregation.
- B. All members shall be entitled to participate in all the activities of the League and shall have the right to vote and hold office.
- C. The annual dues shall be determined by the League's budget committee. A portion of the dues shall be sent to the National LPTL, the amount to be determined by the League's budget committee.

Article II

Officers, Committees, and Executive Board

- A. The elected officers of the League shall be:
- President
 - Vice-President
 - Secretary
 - Treasurer
- B. There shall be such standing committees appointed by the Executive Board as deemed necessary to promote the objects and interests of this League. The chairmen of these standing committees shall be appointed by the Executive Committee prior to the first regular meeting of the LPTL. Their term of office shall be for one year and one additional year as an advisor to that committee.

Executive Board shall be the final authority in approving all work undertaken by the standing committees.

- C. The Executive Board shall consist of the elected officers of the League. The pastor, principal of the school, and a member of the congregation's Board of Christian Education shall be ex-officio members.

Article III

Amendment

These by-laws may be amended by a two-thirds majority of the quorum (of the membership) present at a regular meeting of the League, provided that the proposed amendment has been read in the previous regular meeting. A quorum shall consist of 15 members.

Article IV

Dissolution

In the event this League shall be dissolved, all assets shall become the property of St. Paul's Lutheran School, Beatrice, Nebraska, to be used for the school. Approval of dissolution of the League shall require the affirmative vote of at least two-thirds of a quorum (of the membership), provided the proposed dissolution has been read and discussed in the previous regular meeting.

Article V

Meeting

- A. The regular meeting of the St. Paul's Lutheran Parent-Teacher League shall be held on the first Tuesday of the month, beginning at a time set by the Executive Board. There will be a minimum of 5 regular meetings, the months decided by the Executive Board.
- B. In both the League and the Executive Board meetings all questions of order shall be decided in accordance with Robert's Rules of Orders, unless such rules be contrary to this Constitution and its by-laws.

Article VI

Duties of Officers, Committees, and Executive Board

A. Officers

1. President - The president shall preside at all meetings of the League and of the Executive Board; and shall, with the assistance of the Executive Board, appoint the chairmen of standing committees and the parliamentarian; and shall be ex-officio member of all committees, and shall have general supervision of all League activities.
2. Vice-President - The vice-president shall generally assist the president. In the absence of the president or at his request, the vice-president shall perform the duties of the president.
3. Secretary - The secretary shall permanently record the proceedings of all League and Executive Board meetings and shall attend to all correspondence.
4. Treasurer - The treasurer shall receive all League moneys, shall deposit all funds in a League-approved bank, shall disburse all funds as ordered by the League, and shall submit a current financial report at each meeting and a comprehensive report at the end of each fiscal year. He shall preserve all vouchers, receipts, bank statements, and cancelled checks, and shall annually submit all these to two appointed auditors from the League's membership.

The disbursement of funds from LPTL checking account shall require any combination of two signatures of either president, vice-president, or treasurer. All bills must be approved by the Executive Board.

B. Executive Board

1. The Executive Board shall consist of the officers of the League. The pastor, principal of the school, and a member of the congregation's Board of Christian Education shall be ex-officio members.
2. The Executive Board shall be authorized to transact necessary business between League meetings, and to approve routine bills within the limits of the budget.
3. The Executive Board shall appoint standing committees, approve the plans of work of the standing committees, and prepare and submit to the League for approval a budget for the fiscal year.
4. The Executive Board shall meet immediately prior to all regular League meetings.

C. Standing Committees

President has the authority to appoint the standing committees as needed. For existing committees and their duties, refer to the current Handbook.

Article VII

Election of Officers

- A. Officers shall be elected by ballot annually in the month of April; shall be installed in April; and shall assume their official duties June 1.
- B. There shall be a nominating committee consisting of three members, one of whom shall be the retiring vice-president. The vice-president will act as chairman and will select two individuals to assist him. The nominating committee shall select one or more nominees for each office to be filled and report at the regular meeting in April. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor. Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.
- C. In the event of the vacancy in the office of the president, the vice-president shall succeed to the office of the president for the remainder of the term. In the event of a vacancy in the office of vice-president, secretary, or treasurer, the president shall fill the vacancy by appointment.

Article VIII

Order of Business

The following shall be the order of business for the regular League meeting:

- A. Opening worship
- B. Business Meeting
 1. Resume of minutes of previous meeting;
 2. Treasurer's report
 3. Committee reports
 4. Reports from heads of congregational educational agencies
 5. Old business
 6. New business, including recommendations from Executive Board
 7. Adjournment with prayer
- C. A planned program may be presented before or after the business meeting.
- D. Social and refreshments