

**CONSTITUTION  
OF  
TRINITY PARENT TEACHER ORGANIZATION**

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Adopted 2014

**ARTICLE I: NAME**

The name of this society shall be Trinity-Parent Teacher Organization.

**ARTICLE II: PURPOSE**

The purpose of this society shall be:

1. To provide its members with the opportunity to increase their knowledge of God's Word;
2. To provide opportunity for closer contact between parents and those teaching their children;
3. To provide opportunity for mutual broadening in the field of education by means of available and suitable media at the disposal of the society;
4. To provide opportunity for constructive service to our educational system.

**ARTICLE III: MEMBERSHIP**

Communicant members of Trinity and parents of Trinity Lutheran School students are welcome to attend any meetings of the PTO. All members in attendance will be considered voting members.

**ARTICLE IV: OFFICERS**

The officers of this society shall be: President, Vice-President, Secretary, and Treasurer. This committee shall consist of four members elected for a term of two years, two members elected each year (President/Secretary and Vice President/Treasurer). These officers shall be communicant members of Trinity (or WELS) and comprise the Executive Committee.

**PLANNING COMMITTEE**

**ARTICLE V:**

This committee shall consist of four members elected for a term of two years, two members elected each year, with the pastor and teachers as advisory members, to plan the program schedule for the year.

**ARTICLE VI: MEETINGS**

1. Business meetings will be held bi-monthly ; minimum one meeting during each academic quarter. The exact dates and meeting topics will be recommended by the Planning Committee and approved by the Executive Committee.
2. Special meetings may be called by the chairman when deemed necessary.
3. The election of officers shall be held at the regular May meeting with the new officers taking office at the end of the current school term.

4. No business meeting of the society shall be called without the knowledge of the pastor.

#### **ARTICLE VII: AMENDMENTS**

Articles of this constitution may be amended by two-thirds majority of members present at the regular business meeting following the one in which the amendment was submitted in writing.

#### **BY-LAWS**

#### **ARTICLE I: PARLIAMENTARY RULE**

Where this constitution does not specify procedure, Robert's Rules of Order shall be the authority governing procedure.

#### **ARTICLE II: DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE**

1. President: presides at meetings, performs all other official duties, chairman of executive committee, ex officio member of all committees.
2. Vice-President: presides in absence of president, helps president when requested.
3. Secretary: keeps record of all meetings and performs other duties pertaining to the office.
4. Treasurer: receives and banks society's monies, keeps accurate records, is prepared to make financial report at each business meeting, may submit his/her books for auditing at the end of each year.
5. The pastor(s) and the principal shall serve as ex officio members of the Executive committee.

#### **ARTICLE III: NOMINATIONS AND ELECTIONS**

1. The executive committee shall prepare a slate of candidates for the various offices and committees to be elected. This list shall be ready a month prior to the elections. Elections shall take place by ballot.
2. Vacancies are to be filled by appointment of the president; appointments are binding until the next election.
3. No officer may serve more than four consecutive years in the same office.

#### **ARTICLE IV: QUORUM**

Any meeting of this society, when called according to this constitution and by-laws, shall be qualified to conduct its business with any number of members present.

#### **ARTICLE V: AMENDMENTS TO BY-LAWS**

Bylaws of this constitution may be amended by a majority of members present at the regular business meeting following the one in which the amendment was submitted in writing.

#### **ARTICLE VI: FUNDS**

This society herewith adopts fundraising as its prime means of raising funds.

**ARTICLE VII: ORDER OF BUSINESS**

Every meeting of the PTO will begin with a devotion. The remainder of the meeting's agenda is at the discretion of the president.