

# **Bylaws of Forest Hills Lutheran Christian School PTA**

## **Article 1: Name, Description and Purpose**

**Section 1: Name-** The name of the organization is Forest Hills Lutheran Christian School Parent Teacher Association (FHLCS PTA). FHLCS PTA is located at Forest Hills Lutheran Christian School (FHLCS), 4221 SW Golf Course Rd., Cornelius, OR 97113.

**Section 2: Description-** FHLCS PTA is part of a non-profit organization, the Westside Lutheran School Association (WSLA) that exists for charitable, educational, and community-building purposes under section 501(c)(3) of the Internal Revenue Code.

**Section 3: Purpose-** The purpose of FHLCS PTA is to enhance and support the educational experience at FHLCS, to develop a closer connection between the school and home by encouraging parent involvement, and to improve the environment at FHLCS through volunteer and financial support. We acknowledge that Jesus Christ is our example and guide, enabling FHLCS PTA to accomplish its goals;

- Promote communication between family and teachers/administrators,
- Provide opportunities for fellowship within the FHLCS community,
- Support and encourage teachers.

## **Article 2: Membership**

Membership shall automatically be granted to all parents and guardians for Forest Hills Lutheran Christian School students, plus all FHLCS staff. There are no membership dues.

## **Article 3: PTA Executive Team**

### President

- Works with the administrator to set the agenda for the PTA meetings
- Leads the meetings in accordance with Roberts Rules of Order
- Leads Executive committee meetings
- Receives and reports ideas, concerns, suggestions, and thoughts of the parents and the teachers.
- Approximate monthly time commitment: 5-7 hours, some within school hours and some outside school hours

### Vice-President/Committee Liaison

- Covers the duties of the President in his/her absence
- Attends and supports the executive meetings
- Is the point person to connect with and support the committees
- Approximate monthly time commitment: 5-7 hours, some within school hours and some outside school hours

### Secretary

- Records meeting minutes and provides them to the communication director
- Records minutes of the executive meetings
- Prepares minutes for distribution at meetings so they can be approved or amended as necessary
- Approximate monthly time commitment: 2-3 hours, mostly outside of school hours

### Treasurer

- Works with the members of the PTA and the executive to create and pass an annual budget
- Provides financial summaries at each meeting
- Brings requests for money to the PTA so informed decisions can be made
- Approximate monthly time commitment: 4-6 hours, including meeting with the school's Business Manager
- There would be no term limit on this position

### Communication Director

- Distributes information either in the school's newsletter or from the PTA regarding:
  - Meeting dates and times
  - Agenda items to be discussed at meetings
  - Summaries of what was accomplished at the meeting
  - Upcoming events and activities
  - Needs for volunteers or supplies
- Manages and follows up on emails for the PTA email account.
- Manages and maintains PTA google docs.
- Approximate monthly time commitment: 7-8 hours, coordinating with people and sending out information. Much of this position can be done outside of school hours.

### Committee Head: Technology Committee

- This position would be appointed by the technology committee, with duties assigned from within.
- Reports submitted as requested to executive team

### Committee Head: Mission/Outreach Committee

- This position would be appointed by the Mission/Outreach committee, with duties assigned from within.
- Reports submitted as requested to executive team

Each position will be held for 2 years except as listed above. At the end of the 2 years, elections will be held to fill positions. A person serving in one position is able to run for a different position on the executive team or rerun for their current position with a limit of 3 terms in a specific role. Voting will take place in the spring at FHLCS PTA meeting to fill empty positions.

## **Article 4: Meetings**

**Section 1: General FHLCS PTA Meetings-** General FHLCS PTA meetings shall be held to conduct the business of FHLCS PTA. Meetings shall be held every other month to monthly during the school year.

**Section 2: Voting-** Each member in attendance at a FHLCS PTA meeting is eligible to vote. Voting is a simple majority, no ballots.

## **Article 5: Financial Policies**

**Section 1: Fiscal Year-** The fiscal year of FHLCS PTA matches that of the school and begins July 1 and ends June 30 of the following year.

**Section 2: Fundraising-** Funding the FHLCS PTA events, projects, and activities may come from fundraisers, student activity fees, donations or grants. The Board of Directors of the WLSA must approve

changes in the type or manner of primary fund acquisition process when it is different from previous years.

**Section 3: Banking-** All funds shall be kept in a financial institution in the name of FHLCS PTA. Checks require one signature. FHLCS PTA will have a minimum of two bank- approved signers.

**Section 4: Reporting-** All financial activity shall be recorded in a computer based accounting system or spreadsheet. The treasurer shall give a brief financial update during regular FHLCS PTA meetings. The FHLCS PTA organization will make available for review its financial records each year at the request of the school's audit group.