

Risen Savior PTF Handbook

updated 7/7/2020

I. Name

The name of this organization shall be Risen Savior Parents, Teachers and Friends (PTF).

II. Mission

To support the mission and ministry of Risen Savior Lutheran School.

III. Objectives

- A. To provide opportunities to build relationships among families, congregations, and community.
- B. To promote and enhance the school and family experience for the students, parents, teachers, and supporters.
- C. To encourage parents, teachers and friends to support the school by giving of their volunteer time and resources.

IV. PTF Involvement

The Risen Savior PTF includes all families of Risen Savior, teachers, members of St. Mark and St. Paul's, and other interested individuals.

The PTF shall not compete with or interfere with any other organization in the congregations. It shall not in any way be a policy-making body for the school or congregations.

V. Executive Board

- A. Membership shall consist of parents/care-givers of current students of Risen Savior

The membership of the Executive Board shall consist of:

1. An elected Chairman, who will conduct the business meetings of the PTF and any Executive Board meetings. A married couple may hold this office together, if they so request at the time elections are held. This office shall have a one-year term, which will automatically follow a year of service as Vice-Chairman.
2. An elected Vice-Chairman shall serve at PTF business meetings for the first year of the two-year term, and then assume the position of Chairman for the second year. A married couple may hold this office together, if they so request at the time elections are held. The Vice-Chairman may conduct the meeting in absence of the elected Chairman.
3. An elected treasurer shall have a one-year term. A married couple may hold this office together, if they so request at the time elections are held.
4. An elected Secretary shall have a one-year term. A married couple may hold this office together, if they so request at the time elections are held.
5. A pastor from St. Mark Ev. Lutheran Church and St. Paul's Ev. Lutheran Church.
6. The principal of Risen Savior Lutheran School. The pastors and the principal are advisory members and do not have voting privileges on the Executive Board. The four offices of the Executive Board shall each have one vote.

B. Duties

The Executive Board shall meet at regularly announced times and shall:

1. Plan quarterly business meetings that are in harmony with the objectives of the PTF.
2. Consider all recommendations and suggestions submitted by the PTF membership and use them to plan various meetings and activities for fellowship and entertainment.
3. Have the authority to call an emergency PTF meeting

C. Responsibilities

The Executive Board shall:

1. Be responsible for all PTF correspondence, records, and publicity.
2. Be responsible for all PTF receipts and disbursements of monies.
3. Be responsible for all PTF-sponsored events, outings, productions, and other activities, and then submit those plans to the PTF for approval at a business meeting.
4. Be responsible to the Risen Savior Board of Directors.

D. Elections

Members of the Executive Board shall be chosen at the spring meeting of the PTF and shall begin their term on July 1st of the same year. Vacancies on the Executive Board shall be filled by special elections at the next regularly scheduled business meeting of the PTF.

VI. Business

- A. All business of the PTF shall be conducted at the Executive Board meetings, at the regular business meetings, or at special PTF business meetings that have been called by the Executive Board.
 1. A special PTF business meeting may be called at any time the Executive Board deems one necessary.
 2. Notice of a special PTF business meeting must be announced in the Sunday bulletins of St. Mark and St. Paul's for at least two consecutive Sundays before the meeting is held.
- B. Any member of the PTF may submit business items to the Executive Board to be considered by the Executive Board and by the members of the PTF. Members of the PTF are encouraged to submit items they wish to present or have presented at a PTF business meeting to the Executive Board prior to the next scheduled meeting, whenever possible, to allow the item to be researched before it is presented.

VII. Meetings of the PTF

The PTF shall hold meetings in September, November, January, and April (or as determined by the Executive Board, if conflicts or weather interfere). The purpose of these meetings shall be to:

- A. Participate in and support one another through the program that has been prepared by the Executive Board.
- B. Hear reports and announcements from the Executive Board, the Risen Savior Board of Directors, the faculty of Risen Savior Lutheran School, the pastors from St.

Mark and St. Paul's, and any committee asked to report to the business meeting.

- C. Give parents and teachers an opportunity to discuss matters of mutual concern.
- D. Discuss business matters prepared by the Executive Board.

VIII. Fund Raising

Fund raising shall not be the main purpose of the PTF, but when it is undertaken, the guidelines shall be:

- A. All fund raisers shall be approved by the Risen Savior Board of Directors.
- B. No student of Risen Savior Lutheran School or parent or member of the PTF shall ever be required to participate in any fund raiser, even if they will benefit from it.
- C. No one connected with Risen Savior Lutheran School shall ever be required to solicit funds from the public at large; fund raisers shall be limited to the families and congregations affiliated with Risen Savior Lutheran School, unless an individual desires, on their own, to extend their efforts to non-members.
- D. Fund raising shall be undertaken to provide items which will benefit Risen Savior Lutheran School, its students, and its faculty, but are not provided for in the regular budget of Risen Savior Lutheran School.
- E. When appropriate, free-will offerings may be received at PTF activities.

IX. Financial Procedures

Direct oversight of funds raised, collected, and used by the RSLs PTF is the responsibility of the RSLs Board of Directors. To fulfill this responsibility, the following

procedures have been developed and adopted by the RSLs Board of Directors.

- A. A financial statement of PTF funds and activities along with a current checking account bank statement will be provided to the Board of Directors for consideration at its monthly meeting.
- B. All payments collected by the PTF will be deposited in its checking account within a month of receiving the payment.
- C. The current PTF Treasurer, Board Treasurer, and Principal will be cosigners on the account.
- D. As stated in this handbook, "An elected Treasurer shall have a one-year term." This policy must be followed without exception.
- E. At the end of the PTF Treasurer's one-year term, he/she will turn over responsibilities of the position to the new PTF Treasurer by means of a meeting in which the past year's activity is explained. The PTF Chairman should also be part of this meeting.
- F. An audit of the PTF checkbook should be done every two years. It is the responsibility of the Board of Directors to organize this audit.
- G. The members of the PTF may spend funds as it sees fit according to a majority decision at its regularly scheduled meetings. However, purchases over \$500 should get final approval by the Board of Directors.

X. Amendments

This constitution may be amended by the Risen Savior Board of Directors after consultation with the Executive Board of the PTF.