

**PARENT TEACHER PARTNERSHIP CONSTITUTION  
ST. MARK EVANGELICAL LUTHERAN CHURCH  
EAU CLAIRE, WISCONSIN  
REVISED 4/01**

**ARTICLE I: TITLE**

The title of this organization will be “PARENT TEACHER PARTNERSHIP” of St. Mark Evangelical Lutheran Church.

**ARTICLE II: PURPOSE**

1. To promote interest and support of our Lutheran school.
2. To support and partner with the teaching staff.
3. To offer educational and special interest topics to school families (speakers, videotapes, etc.).
4. To identify and support a special school project (preferably a non-budgeted item).
5. To encourage parental involvement and awareness in school activities and educational programming.

**ARTICLE III: SUPERVISION**

The Parent Teacher Partnership is under the supervision of the Church Council and Board of Education. The pastor(s) provide spiritual guidance and additional Wisconsin Evangelical Lutheran resources as necessary.

**ARTICLE IV: MEMBERSHIP**

Parent Teacher Partnership membership includes all St. Mark school and church families, school faculty, and the Parent Teacher Partnership officers.

Parent Teacher Partnership committees and activities will seek to include all members to serve as chairpeople and subcommittee members.

**ARTICLE V: OFFERING**

A free-will offering will be taken at each Parent Teacher Partnership meeting.

**ARTICLE VI: QUORUM**

A majority vote of members present at a Parent Teacher Partnership meeting constitutes the “quorum” necessary to pass a motion.

**ARTICLE VII: MEETINGS**

The Parent Teacher Partnership will meet quarterly in the months of September, November, February, and April at a date and time determined by the Officers.

Additional Parent Teacher Partnership meetings will be arranged as necessary through the President.

The Officers will meet as necessary to plan Parent Teacher Partnership meetings and activities.

Attendance records will be maintained for all Parent Teacher Partnership meetings.

## **ARTICLE VIII: ORDER OF BUSINESS**

- Call to order by President
- Opening devotion
- Secretary report
- Treasurer report
- Principal report
- Board of Education update
- Business activities – old/new business
- Educational/special interest topic
- Announcements
- Closing prayer
- Social time with refreshments

## **ARTICLE IX: EXECUTIVE COMMITTEE**

The Executive Committee is elected officials of the Parent Teacher Partnership, which include a President, Secretary, and Treasurer.

The pastor(s), principal and Board of Education Committee are considered advisory members.

### **OFFICERS RESPONSIBILITIES:**

#### **THE PRESIDENT WILL:**

- Preside at all Parent Teacher Partnership and Executive Committee meetings
- Appoint and recognize all committees and elicit reports on their activities
- Arrange for additional Parent Teacher Partnership meetings as necessary
- Serve as a liaison to ancillary members of the Executive Committee
- Attend Board of Education meeting – annually.

#### **THE SECRETARY WILL:**

- Record the minutes of each Parent Teacher Partnership meeting
- Post Parent Teacher Partnership minutes on the school bulletin board
- Report previous Parent Teacher Partnership minutes at each quarterly meeting
- Ensure that the Parent Teacher Partnership minutes are kept as permanent records
- Ensure that the Parent Teacher Partnership minutes are distributed to the Board of Education members.

#### **THE TREASURER WILL:**

- Receive and distribute Parent Teacher Partnership monies as determined by Parent Teacher Partnership decisions.
- Keep accurate records of all accumulated funds and disbursements
- Present a statement of the account activity at each quarterly meeting
- Ensure that the treasury reports are kept as permanent records

The Executive Committee will be responsible to coordinate the educational activity or special interest topics in cooperation with the Principal. All school families and faculty members are encouraged to generate ideas for this.

## **OFFICER NOMINATIONS AND ELECTIONS**

1. Officer nominees will be solicited at the February Parent Teacher Partnership meeting by any Parent Teacher Partnership member.
2. The President must be a male and a member of St. Mark Lutheran Church. All other officers need to be WELS or ELS.
3. The ballot for each office will attempt to include at least two nominees. Each nominee will be contacted in advance of the election to inform them of their projected duties and confirm their acceptance of the nomination.
4. In the event there are no potential nominees to fill new or unexpired terms, the Board of Education will be called on to help fill these positions.
5. The election will be held at the April meeting using quorum guidelines for voting.
6. All officers are elected for a one-year term, which becomes effective after the last day of the school year.
7. Officers can serve up to 3 consecutive terms.
8. The Executive Committee will be empowered to appoint officers to fill unexpired terms, which have been vacated.

## **ARTICLE X: REVISIONS / AMENDMENTS TO THE CONSTITUTION**

All revisions/amendments will be approved by the Board of Education.

## **ARTICLE XI: DISSOLUTION**

In the event of the dissolution of the Parent Teacher Partnership, its funds and assets will become and remain the property of the Board of Education at St. Mark Evangelical Lutheran Church.