

St. John's Lutheran School ASSOCIATION OF PARENTS AND TEACHERS ORGANIZATION AND PURPOSE

PURPOSE STATEMENT

The St. John's Lutheran Association of Parents and Teachers (APT) is a service and support organization of parents and teachers united to promote the educational and spiritual growth of the students and fellowship among families at St. John's Lutheran School.

GOALS

The primary goals of the St. John's Lutheran School APT are:

- + promote volunteer involvement and support for the school
- + raise funds to support educational programs and activities at the school
- + organize fellowship opportunities for students, teachers, and families

ORGANIZATIONAL STRUCTURE

In order to accomplish the goals of the APT, An Executive Board will be established to direct the program of activities for the year and encourage parents to become actively involved in assisting with that program. The board will consist of the following officers:

President
Vice President
Secretary
Treasurer

The principal or designee will also serve as an ex-officio member of the Board. Additional board members may be added to the board upon approval by the principal.

Members of the Executive Board will be elected by the APT members at a regularly scheduled general meeting and approved by the principal. All officers must be parents of students at St. John's Lutheran School and will commit themselves to be positive supporters and ambassadors of St. John's Lutheran School, abiding by all policies and procedures of the school in carrying out their leadership role.

The leadership board of the APT is accountable to the St. John's Lutheran Church & School Board of Directors through the principal. All programs, activities, fundraisers, and dispersal of funds must be approved by the school administration.

All parents and teachers of students at St. John's Lutheran School are considered members of the APT.

APT GUIDELINES

APT will conduct at least four regularly scheduled general meetings for planning purposes. All members of APT are invited to regularly scheduled APT general meetings. At least one representative from each class serves as a liaison

between APT and the classroom parents. This person will attend regular general meetings to communicate information and provide input on agenda items.

The President of APT will establish the written agenda and lead all general meetings.

The Secretary will take minutes at general meetings and make those available to all parents and teachers.

The Treasurer will conduct the financial business of APT. This person will also keep accurate account of all funds and give a financial report at all meetings. This person will work with the school principal to prepare an annual APT Budget to be approved by the APT membership.

Additional leadership roles may be established by the Executive Board.

Any actions requiring Executive Board approval can happen at a regular scheduled meeting by majority vote of those present, a specially called meeting with unanimous consent, or via email with unanimous consent.

This document defines the organization and purpose of the St. John's APT and replaces any previous Bylaws or structure documents of APT.