

THE CONSTITUTION
OF THE
ST. JOHN'S PARENT PARTNERSHIP ORGANIZATION

OBJECTIVES

1. The main purpose of the Parent Partnership Organization (PPO) shall be to establish a closer understanding and co-operation between home and school.
2. To support the educational programs of St. John's.
3. To assist in securing equipment for the school.
4. To discuss and impart information about school policies.
5. To promote the cause of Christian education whenever and wherever possible.

MEMBERSHIP

The parents of any of the children in our school or any communicant member of St. John's Lutheran Church may become a member by attending any of the meetings of the PPO. Every member shall be able to vote, hold office, or serve the PPO in any other capacity.

OFFICERS

The PPO Board shall consist of the Co-Presidents, Co-Vice Presidents, the Secretary, and the Treasurer, elected from the members of the PPO. The Principal, a faculty representative and the head room parent serve as advisory members of the PPO Board.

DISSOLUTION

Should dissolution of the PPO become necessary or advisable, a vote of two-thirds of the members present shall be necessary. In the event of dissolution, the PPO officers shall turn over the funds and property of the PPO to the treasurer of St. John's Evangelical Lutheran Church.

AMENDMENTS

This Constitution may be amended or revised by a vote of two-thirds of the PPO members present at any regular or called meeting of the PPO, provided notice of such amendment was given at the previous regular meeting. All amendments and revisions to this Constitution must be submitted to the school administrator who will forward them to the senior pastor for final approval. The senior pastor may seek advice from the Leadership Board regarding final approval.

BY-LAWS

MEETINGS

The PPO will meet at least two times during the school year, with the times and dates set by the PPO Board. Written notice of all meetings will be printed in the Eagle's Nest.

DUTIES OF THE PPO BOARD

1. Appoints committees, (refreshment and worship to be included).
2. Plans programs for meetings.
3. Plans fund-raising activities.
4. Provides an orientation for new officers.
5. Approves the transfer of funds between savings and checking accounts of the PPO.
6. The school principal oversees all activities of the PPO and the PPO Board.

DUTIES OF THE CO- PRESIDENTS

1. Chairs all PPO and board meetings.
2. Manages all publicity of the PPO and its program.
3. Arranges for the yearly audit of the Treasurer's books.
4. Provides an annual written report to the school administrator

DUTIES OF THE CO-VICE PRESIDENTS

1. Over sees all fund raising activities of the PPO.
2. Chairs the PPO Board and the PPO meetings in the absence of the Co-Presidents.
3. Succeeds the office of PPO Co-Presidents upon the completion of the term as Co-Vice Presidents.

DUTIES OF THE TREASURER

1. Handles all financial matters of the PPO.
2. Transfers funds as directed by the PPO Board.
3. Advises the PPO of its financial status at each meeting.
4. Provides the Business Manager with monthly financial reports as required.
 - Balance Sheet
 - Bank Statement
 - Reconciliation of accounts
5. Submits an annual financial report to the Business Manager in July.
6. Submits bills to the PPO Board for approval before payment.

DUTIES OF THE SECRETARY

1. Records minutes of all PPO meetings and PPO Board meetings.
2. Handles all communications of the PPO
3. Sees that all yearly records are properly filed in the school office.

DUTIES OF THE FACULTY REPRESENTATIVE

The duties of the faculty representative are to act as go-between for the PPO and the teaching staff.

DUTIES OF THE HEAD ROOM PARENT

1. Is responsible for all room parent volunteers
2. Keeps the individual room parents informed of special events, holiday agendas, respective teacher's birthdays, or any other activities that the room parents are responsible for organizing for their respective class
3. Attends PPO Board meetings as an advisory member.

ELECTIONS

A nominating committee shall consist of the retiring officers of the PPO Board. The committee will seek to obtain at least two nominees for each office to be filled and presented to the PPO at the May meeting. No member's name may be placed on the ballot without his/her consent. The candidate receiving the most votes for each office will be declared elected. In the case of a tie a re-vote will be taken. Vacancies occurring between elections shall be filled by appointment of the PPO Board and approved at the next regular meeting of the PPO.

TERMS OF OFFICE

Co-Presidents	1 year
Co-Vice Presidents	1 year
Secretary	2 years
Treasurer	2 years

An elected member of the PPO Board whose term is ending may re-elected to one successive term.

The Secretary and Treasurer shall be elected in alternate years.

The Co-Vice Presidents shall succeed to the office of the President upon the completion of his/her term.

ALTERATIONS

These by-laws may be amended or revised by a vote of two-thirds of the PPO members present at any regular or called meeting of the PPO, provided notice of such amendments or revisions are given at the previous regular meeting or were sent home in writing to all parents of the school at least one week before the by-laws are to be amended.

Adopted: June 7, 1960

Reviewed: November 10, 1975

Amendment Recommendations: September 14, 2009