

**CROSS LUTHERAN SCHOOL  
CHRISTIAN EDUCATION ASSOCIATION  
CONSTITUTION AND BYLAWS  
Updates Approved June 3, 2022**

**Article 1 – NAME**

The organization will be known as the Cross Lutheran School Christian Education Association (CEA), and also known as Parent Teacher Organization (PTO)

**Article 2 – MISSION**

The mission of the Cross Lutheran School CEA is to:

- Encourage parent – teacher communication (communication)
- Support the activities of Cross Lutheran School (service and finances)
- Build relationships with parents (fellowship)

**Article 3 – MEMBERSHIP**

1. Active Membership will be granted to all persons who have children that attend Cross Lutheran School. CEA Active and Associate memberships are defined as follows:
  - a. Active (voting) membership may be granted to those who have children who are currently attending Cross Lutheran School. The complete Roster of membership is posted in the current Cross School Handbook.
  - b. Associate (voting) membership may be granted to those who do not have children that attend Cross Lutheran School but desire to be involved in the CEA's activities.
2. Business Membership will be granted with approval of a majority of CEA Members to individuals who represent organizations wishing to join CEA for commercial purposes and who desire to join in the support of CEA, its purposes, and its programs. This category includes those individuals that provide consulting services to churches. Business members are ineligible to hold office of vote, but they will be listed on the Roster and share in all other services and responsibilities of membership.
3. Financial Support: The CEA does not charge dues but welcomes a donation to be received by the school for school purposes.

**Article 4 – OFFICERS**

4. The officers of the CEA (Executive Committee) will be President, Vice President, Secretary, Treasurer. Officers must be Active members of CEA. The manner of election and the primary duties of the officers will be as follows:

5. Election of Officers: During the regular April meeting, the President will appoint a Nominating Committee composed of at least three past officers to prepare a slate of candidates for office. The slate will be posted in School communications, including the website, at least one week prior to the election, which will be held in May.
  - a. Active members may make nominations of candidates for addition to the slate from the floor during the May meeting.
  - b. Present officers may stand for re-election; however, no person may hold the same office for more than four consecutive years. After being out of an office for at least one year, a person may be elected to a previously held office.
  - c. Officers will be elected for a period of one year, starting with their installation at the June meeting or Closing Chapel and serving until the installation of new officers the next year.
  - d. The election will be held at the May meeting or event. If there is more than one candidate for an office, election for that office will be made by secret ballot and a simple majority will be necessary to elect.
6. Vacancies: In the event of a vacancy in the office of the President due to health, resignation, or other cause, the Vice President will immediately assume the office. In the event of a vacancy in any other officer's position, the President will appoint an Active member in good standing to fill the vacancy for the remainder of the term. Such appointments must be confirmed by the members at the next meeting.
7. Precedence: The order of precedence of officers is as follows: (1) President, (2) Vice President, (3) Secretary, (4) Treasurer. No officer will automatically move to the next higher office, except as provided in Article 4:8; however precedence is stated for unforeseen circumstances or catastrophe.
8. Duties of Officers: Immediately following the June meeting or Closing Chapel, each outgoing officer will present to his/her successor all papers, records and reports associated with that office.
  - a. The President is expected to preside at all general and executive committee meetings, direct the general work and be an ex officio member of all committees. The President is responsible for submitting the Congregational Annual Report. The president serves on the Cross Lutheran School Board.
  - b. The Vice President is expected to preside in the absence of the President. The Vice President will distribute to the membership a printed schedule of meetings, fundraisers, and events no later than the September meeting each year. The Vice President will prepare election ballots for officer elections. The Vice President will attend School Board meetings in the President's absence.
  - c. The Secretary is expected to record the minutes at each meeting, to send a copy of approved minutes to CEA officers, to prepare or have prepared a current Roster and Directory, will send out notification of monthly meetings, and will carry on all necessary CEA correspondence. The Secretary will work with the school providing attendance estimates and special set-up information at least one week prior to the meeting. The secretary will transfer all minutes, rolls and records to the incoming Secretary so that a permanent record of the CEA history can be maintained. All minutes will be posted to the Cross Lutheran School website.
  - d. The Treasurer will handle and will present a summary financial report at each regular meeting. The Treasurer will deposit all funds in interest-bearing accounts, and will maintain current signature cards including at least one additional Executive Officer's signature. The Treasurer will prepare all financial records for presentation to his/her successor. The Treasurer may write

checks up to \$250 per month to meet Board approved expenses in any month. The Treasurer will prepare statements to notify families of money raised from fundraisers. The Treasurer will serve as a voting member on the School Board.

- e. Principal or Teacher will be a non-voting member of the CEA and will serve in an advisor role.

#### Article 5 – COMMITTEES

9. There will be an Executive Committee, composed of CEA officers and chaired by the President, and as many other committees as will from time to time seem necessary. Committees will be appointed by the President and approved by the Executive Committee.

#### Article 6 – MEETINGS AND ORDER OF BUSINESS

10. The CEA will hold monthly meetings during the school year, except as indicated below. The location of the meetings will be Cross Lutheran School, 200 Ruppert Street, Pigeon, Michigan. Other meeting places will be posted in advance if necessary.
  - a. A meeting may be canceled or rescheduled by majority vote of the members present or in an emergency situation by the Executive Committee.
  - b. Special meetings of the committees may be called at the discretion of the Executive Committee.
11. The order of business will generally follow Robert's Rules of Order – Newly Revised. Following the call to order by the President, each meeting should start with a prayer and devotions. Meetings will be kept informal.
12. Business items will be conducted separate of the Family CEA meetings. A board meeting will be announced after each CEA meeting, usually one to two weeks later. A quorum for the transaction of business at any meeting will consist of 4 board members or 15% of the active membership.
13. All elections and questions will be decided by a majority of the vote represented at any meeting at which there is a quorum, except in such cases as will otherwise be required by statute or the Constitution and Bylaws.

#### Article 7 – AMENDMENTS

The Constitution and Bylaws may be amended at any regularly scheduled meeting by a two-thirds majority of the active membership present or by sending a written absentee vote provided that notice of the proposed amendment has been circulated to the full membership at least two weeks prior to the meeting at which the vote will be taken.

- The CEA Board will ensure a minimum of ten (10) percent of Fundraising proceeds are donated to Cross Lutheran Church.
- There should always be at least 2 members present when money is being counted for a fundraiser.

## Article 8 – OTHER PROVISIONS

14. The CEA is organized exclusively for charitable, religious and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).
15. No part of the net earnings of the CEA will inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that it is authorized and empowered to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the purposes set forth in these articles.
16. There will be no personal liability of members for the obligations of the CEA.
17. In the event of liquidation or distribution of the CEA, all or any part of the assets of the in case of dissolution or otherwise, such assets will be distributed to the Cross Lutheran Church (Pigeon), which is exempt from taxation under section 501 (c)(3) of the Internal Revenue Code.