

## ARTICLE V. OFFICERS AND THEIR ELECTION

Section 1. The officers of this organization shall consist of the following: (i) two (2) Co-Presidents (ii) two (2) Co-Vice-Presidents, (iii) a Vice-President of Communication, (iv) an Assistant VP Communications, (v) Treasurer, and (vi) an Assistant Treasurer.

- a) The officers shall be elected by written ballot annually by a majority of the members present and voting at the year-end annual meeting of the membership. If at that membership meeting there is only one nominee for any office, upon motion from the floor, the election may be by voice.
- b) The newly elected officers shall work with the present board until the end of the school year to allow for a smooth transition. They shall assume their official duties on the last day of the school year and shall serve until the last day of school, the following year. The Treasurer shall close out the current fiscal year and prepare financial documents for the tax accountant. The Assistant Treasurer will assume official duties on the first day of the fiscal year.
- c) An officer shall not be eligible to serve more than two consecutive terms in the same office.

Section 2. There shall be a Nominating Committee consisting of at least five (5) but no more than seven (7) members, two (2) of whom shall be outgoing officers from the Executive Board, the principal or his/her representative and at least two (2) from the membership, which can be made up of current officers or parent volunteers. The nominating committee shall elect its chairperson from one of its own members.

Section 3. The nominating committee shall present a slate of candidates for each office. The nominating committee shall select at least one nominee, but no more than two, for each office. The slate will be reviewed by the Executive Board and presented to its members a minimum of fourteen (14) days before the election at the year-end annual meeting. Nominations may also be made from the floor following the report of the nominating committee at the general meeting or via electronic and/or written

notification to the membership. Only those who have consented to serve if elected and understand the responsibilities, as explained by the nominating committee, shall be eligible for the nomination either by the committee or from the floor.

Section 4. Any officer may resign from such position by filing a written resignation with the Vice President of Communications. Any officer may be removed by the members by a two-thirds vote of members present and voting at a meeting of the organization if, in the judgment of the members, the best interests of the organization would be served thereby. Vacancies in any office occurring for any reason may be filled for the unexpired term by a person elected by a majority vote of the Executive Board.

#### ARTICLE VI. DUTIES OF OFFICERS

Section 1. Co-Presidents. The Co-Presidents shall serve a one-year term following their year as Co-Vice Presidents. They shall supervise all of the business and affairs of the organization; preside at all meetings of the organization and the Executive Board; be members, ex-officio, of all committees except the nominating committee (unless so appointed); appoint special committees; perform other duties that may be assigned them by the Executive Board or the organization; and coordinate the work of the officers and committees so that the organization's objectives may be accomplished. The authority and duties of the office of co-president shall be allocated between the Co-Presidents as they deem appropriate. Either Co-President may sign, with any other officer of the organization authorized by the Executive Board or the member, any contracts or other instruments which the members or the Executive Board have authorized to be executed, except in cases where the signing and the execution thereof shall be expressly delegated by the members, the Executive Board, or by these bylaws to some other officer of the organization, or shall be required by law to be otherwise signed or executed.

Section 2. Co-Vice Presidents (“Co-VPs”). The Co-VPs shall serve a one-year term prior to becoming Co-President. They shall act as aides to the Co-Presidents; act as liaison for all standing committees to the Executive Board; perform other duties that may be assigned them by either Co-President, the Executive Board or the organization; and be prepared to assume the office of Co-President when the current Co-Presidents’ term is completed. The authority and duties of the office of Co-VP shall be allocated between the Co-VPs as they shall deem appropriate.

Section 3. Vice President of Communications (“VP of Communications”) The VP of Communications shall serve a one-year term following their year as Assistant VP of Communications.

- a) They shall have ownership of the overall PTO communication plan with other parents and the school including Email, Push Notifications, and Social Media
- b) They shall conduct correspondence of the organization as directed
- c) They shall serve as the webmaster for the PTO website.
- d) They shall serve as membership director for the PTO online directory (MTK) as well as coordinating the production of the printed directory.
- e) Oversee all Public Relations for the PTO in the community
- f) They shall record the minutes of all meetings of the organization and the Executive Board;
- g) Shall be custodian of all records of the organization
- h) Attend Executive Board meetings and regular meetings of the organization; and perform other duties that may be assigned the VP of Communications by either Co-President, the Executive Board or the organization.
- i) Shall actively train the assistant VP of Communications to take over the role of VP of Communications on all necessary platforms.

#### Section X

The Assistant VP of Communicatons shall serve a one-year term prior to becoming VP of Communications.

- a) Assistant VP of Communications shall record the minutes of all meetings of the organization and the Executive Board.
- b) Shall manage all board and committee alias email addresses.
- c) Work with the VP of Communications to manage the PR of the PTO in the community.
- d) Shall assist the VP of Communications in all matters of the online and printed Directory as needed.
- e) Shall have a working knowledge of all necessary platforms

- f) Assistant VP of Communications attend Executive Board meetings and regular meetings of the organization; and perform other duties that may be assigned the Assistant VP of Communications by either the VP of Communications, the Executive Board or the organization.

Section 4. Treasurer. The Treasurer is the financial officer of the organization and shall serve a one-year term, following the completion of one year as Assistant Treasurer.

a) The Treasurer shall keep an accurate record of receipts and expenditures and pay out funds in accordance with the approved budget as authorized by the organization; attend Executive Board meetings and regular meetings of the organization; and perform other duties that may be assigned to the treasurer by either Co-President, the Executive Board, or the organization.

b) The Treasurer shall present a written financial statement at every meeting of the Members and at other times as requested by the Executive Board and make a full report at the year-end annual meeting. In addition, the treasurer shall present a cash-roll forward statement every quarter to the officers.

c) The Treasurer shall annually present the accounts of the organization to a tax professional who will prepare federal and state filings for the organization. In the event of an audit, the Treasurer will present such accounts and supporting documentation for further examination by an auditor.

d) The Treasurer shall ensure the organization is in compliance with financial information or procedures required for insurance purposes.

e) All moneys shall be placed in a depository approved by the Executive Board.

Section 5. Assistant Treasurer. The Assistant Treasurer shall serve a one year term

and shall be prepared to assume the office of Treasurer when the current Treasurer's term is completed.

a) The Assistant Treasurer shall receive all monies of the organization which shall be placed in a depository approved by the Executive Board;

b) The Assistant Treasurer, with the assistance of the Treasurer, shall be responsible for preparing an annual budget for the organization, which shall be approved by the members at the year-end annual meeting;

c) Perform other duties that may be assigned by the Co-Presidents, Executive Board, or the organization.