

**WILLOW LANE ELEMENTARY
PTO EXECUTIVE BOARD ELECTIONS
2010 - 2011**

According to the 2009 PTO By-laws, the following sections outline the processes involved with the election of board members and officer duties & responsibilities:

ARTICLE V

Section 3: Executive Board Electing Committee:

A. The Nominating Committee will:

1. Consist of at least one Executive Officer and two General PTO Members, not to exceed 5 members.
2. Select Chairperson and members at the March General Business meeting after solicitation through newsletter and/or other means.
3. Distribute position descriptions & solicit potential nominees for each PTO office from the General Population via the newsletter, website, or other means; contact potential nominees to verify their willingness to run for office.
4. Compile list of nominees by office agreeing to run and publish in the April PTO newsletter, website and/or other means.
5. Present candidates at the General Business meeting in April.
6. The voting will occur at the May General Business meeting.

B. Voting procedure:

1. Each PTO member is allowed one vote per office. (Executive Board members seeking re-election or election for a different office may not vote.)
2. The votes will be tallied by the Secretary and witnessed by at least one PTO member.
3. Results of the voting will be announced before the close of the meeting and published in the May newsletter or other venues following the General Business meeting.
 - a. New officers will assume their responsibilities at the General Business meeting in June, acting in conjunction with the existing officers, who after approving the previous month's minutes, will conclude their service and introduce the new Executive Board and relinquish their duties, with the exception of the Co-treasurers who shall relinquish their duties at the end of the fiscal year.

Article VI

OFFICERS AND THEIR DUTIES

Officers shall not serve as Chairperson of any committee unless the Executive Board is unable to find a Chair. Officers may co-chair in the event no one from the General Membership comes forward. In any event, the Officer is not required to serve as any Chair. Each officer shall coordinate and transfer any pertinent information upon completion of office to the newly elected officer.

Section 1: President Duties

The President (or Co-Presidents) will preside at all meetings of the PTO (including but not limited to General Meetings & Executive Board meetings) and perform other such duties as prescribed in these bylaws. The President will be an ex officio member of all committees except the Nominating Committee as well as coordinating the work of the officers, coordinators and committees of the PTO. The President shall be responsible for ensuring that the monthly newsletter & website be published in accordance with the guidelines outlined in these bylaws.

Section 2: Vice-President Duties

The Vice-President will act as an aide to the President and perform duties in his or her absence or in the inability of that officer to serve. The Vice-President shall coordinate events and support Event Chairs, advising them of their roles & responsibilities. The Vice-President shall act as the parliamentarian using Robert's Rules of Order Revised as appointed by the Executive Board.

Section 3: Secretary Duties

The Secretary shall keep accurate minutes of all meetings and distribute them to members at the next general meeting, keep files of PTO activities for the previous period of seven years including, minutes, agendas, bylaws (secretary will review on odd years), and perform other duties designated by the Executive Officers. The Secretary is responsible for the distribution of the PTO Monthly Agenda to the General Membership, via printed, website and any other means necessary. The Secretary will be responsible for coordination of elections and their results.

Section 4: Co-Treasurer Duties

The Co-Treasurers receive all monies of the Willow Lane PTO. They are responsible for maintaining a bank account/checking account in good order; keeping an accurate record of receipts and expenditures; paying out funds as authorized by the PTO; presenting a statement of account at every meeting of the PTO and at other times when requested; and act as the only depositor of funds. The Co-Treasurers are responsible to communicate and outline to all Committee Chairs monetary acceptance and deposit procedures outlined in these bylaws. The Co-Treasurers' accounts may be examined during the transitional period by an impartial auditor, possibly from the District Office, who when satisfied that the Treasurer's annual report is correct, signs a statement of the fact at the end of the report. Before the May General Business meeting, the Co-Treasurers shall be responsible to notify, by newsletter or by other means available, parents and staff indicating that the May General Business meeting is the time to request funds for the upcoming school year. The Co-Treasurers will also be responsible for preparing a preliminary budget that will be presented at the June General Business meeting and voted on with a simple majority approval at the June General Business meeting. The specific duties of the Co-Treasurers' will be split in such a way as to ensure that there is an established systems of checks and balances in the system that can be passed on from year to year.

1. One person shall be designated to be the primary signer on the checking account and is responsible for the following items:
 - a. To ensure checks are written only for valid requests for reimbursement, including original receipts. No checks may be written unless or until the form requesting reimbursement is completed.
 - b. To write/distribute checks in a timely fashion.

- c. To accurately record all disbursements and receipts in the check register.
 - d. To keep check register account current.
2. The second Co-Treasurer cannot be an authorized signer on the checking account; however, she/he is still responsible for ensuring the check register is accurate and current. Specific responsibilities include:
- a. Keep a set of financial records that is both accurate and current. This should include a monthly year-to-date income statement reflecting a budget comparison, some kind of ledger for each line item of the budget and should show the breakdown of income and disbursements within each budget item.
 - b. Have some sort of filing system for both the receipt and check request forms.
 - c. The PTO financial records should be kept on a system outside of the school's accounting system/computers or paper file for a previous period of seven years.
 - d. All requests for reimbursement should be approved expenditures within the budget and their budget classification. Only then is this request given to the primary signer (Co-Treasurer) to write and distribute a check.
 - e. If funds for a particular budget classification have already been spent, then prior approval is required before a check can be written. Additional funding requests need to be recommended to the Board for General Business meeting discussion and approval by vote.
 - f. Reconcile the monthly bank statement with the check register that is maintained by the primary signer of the checking account. If there is a major discrepancy in the accounting, the Executive Board must be notified.
 - g. A financial statement reflecting income expenses to date along with a budget comparison should be presented to the Executive Board monthly.
 - h. Facilitate preliminary budget preparation for the following school year with the remaining members of the Executive Board.
 - i. Ensure that all necessary tax forms associated with the PTO's 501 (c) (3) status are prepared and filed by November 1 for the previous fiscal year.
3. Together, the Co-Treasurers are responsible for:
- a. Informing all Committee Chairs of procedures for handling of any receipts or reimbursement requests prior to and after each event. Work with the Chairs to ensure that they are given accurate and timely financial information that can be reported back to the Membership of the PTO event being chaired. **This is information to be placed in the specific event file for future planning. **
 - b. Providing and coordinating the counting of cash boxes/receipts for each event. This needs to be done before and immediately after the event ends.
4. Coordinating the depositing of funds to appropriate PTO bank account(s).

Section 5: Officer Attendance

All Executive Board officers are expected (within reason) to attend all Executive Board meetings and General Business meetings and are encouraged to attend all events. One elected PTO Board officer must attend events receiving monies.