

P.S. I.S. 111

PARENT TEACHER ASSOCIATION, INC. (PTA)

School Year 2017-2018

SPECIAL EXPEDITED ELECTIONS

Jan. 17, 2018, 8:30 a.m. School

Library

We will elect parents or guardians for two Co-Fundraising Officer(s) and two Co-Vice Presidents. The term of office begins immediately and ends June 30, 2018. Duties for the PTA position are included in this notice. All nominations will be taken during this meeting. **Parents (by birth or adoption, stepparent or foster parent), legally appointed guardians, and persons in parental relation to children currently attending PS 111 qualify to run and serve.**

This election will be followed by the PTA General Membership Meeting.

We encourage all parents to attend.

(NOTICE DISTRIBUTION DATE: JAN. 7, 2018)

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FROM THE P.S. I.S. 111 BYLAWS:

SECTION 3: DUTIES OF OFFICERS

3.1 President or Co-Presidents: The President or Co-Presidents shall preside at all meetings of the PTA and shall be an ex-officio member of all committees except the nominating committee. The President or Co-Presidents shall provide leadership for the members. The President or Co-Presidents shall appoint chairpersons of PTA committees with the approval of the Executive Board. The President or Co-Presidents shall delegate responsibilities to other PTA members and shall encourage meaningful participation in all PTA and school activities. The President or designated Co-President (see bylaws provision below) shall attend all regular meetings of the district presidents' council and shall be a core member of the school leadership team. In the event that the PTA elects Co-Presidents, the remaining executive board members in consultation with the PTA will determine which Co-President will serve as the core member on the school leadership team and which Co-President will serve as the school's representative to the district presidents' council. If the President or Co-President or Vice-President is unable to attend district presidents' council meetings or school leadership team, the President or Co-President must transfer all voting rights to a designee of her/his choosing. Designees must be approved by vote of the membership. The results of such vote must be recorded in the minutes of the meeting. The President or Co-Presidents shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general membership meetings. The President or either of the Co-Presidents or his/her designee shall represent the PTA on district committees. The President or Co-Presidents shall assist with the June transfer of PTA records to the incoming Executive Board.

3.2 Vice-President or Co Vice-Presidents: The Co Vice-Presidents shall assist the President or Co-Presidents and shall assume the President's or Co-Presidents' duties in his/her or their absence or at the President's or Co-Presidents' request or appointment. The Co Vice-President shall assist with the June transfer of PTA records to the incoming Executive Board.

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3.5 Fundraising Officer or Co-Fundraising Officers: The Fundraising Officer or Co-Fundraising Officers shall be responsible for working on new fundraising ideas and strategies and for implementing the fundraising plan that he/she, the Treasurer and the Executive Board plan for the year. This shall include coordination of the schedule of fundraising events and communication between all the PTA fundraising committees. The Fundraising Officer or Co-Fundraising Officers shall prepare a fundraising calendar as well as fundraising updates for all regular Executive Board Meetings and General PTA Meetings. All significant fundraising decisions will be voted on by the Executive Board. School Leadership Team Membership: The President or Co-President of the PTA shall automatically serve as a core member of the School Leadership Team. (In the event that the PTA elects Co-Presidents, refer to Article IV, Section 3.1 of the PTA's bylaws.) All other Parent member representatives shall be elected by the general membership.