

P.S. I.S. 111
PARENT TEACHER ASSOCIATION, INC. (PTA)
School Year 2015 – 2016

An expedited election for the 2016-2017 PTA Executive Board will be held at the PTA General Membership meeting on June 15, 2016 at 8 a.m. at the School Auditorium.

Nominations will be taken from the floor and an election will immediately follow. We will elect new officers for the following positions: President, Vice-President, Secretary, Treasurer, and Fundraising Officer. Duties for each position are included in this notice. The term of office is July 1, 2016 through June 30, 2017.

The PTA must elect the mandatory core officers (President, Secretary and Treasurer) in order to continue to be a functioning PTA. Parents (by birth or adoption, step-parent or foster parent), legally appointed guardians, and persons in parental relation to children currently attending PS 111 qualify to run and serve on the PTA Executive Board.

We encourage all parents to attend.

(NOTICE DATE: JUNE 3, 2016)

From the PTA Executive Board 2015 – 2016

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Section 1. DUTIES OF OFFICERS

- 1.1 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.
- 1.2 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.
- 1.3 Secretary or Co-Secretaries: The Secretary or Co-Secretaries shall maintain the official record (minutes) of the proceedings and actions of all PTA meetings. The responsibilities shall include the preparation of notices, agendas, sign-in sheets and materials distributed. The Secretary or Co-Secretaries shall prepare and read the minutes of each PTA meeting and shall make copies of the minutes available upon request. He/she shall maintain custody of the PTA's records on school premises. The Secretary or Co-Secretaries shall sign and incorporate all amendments into the bylaws and shall ensure that signed copies of the PTA bylaws with the latest amendments are on file in the principal's office. The Secretary or Co-Secretaries shall be responsible for reviewing, maintaining and

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responding to all correspondence addressed to the PTA. The secretary shall assist with the June transfer of all PTA records to the incoming Executive Board.

- 1.4 Treasurer or Co-Treasurers: The Treasurer or Co-Treasurers shall be responsible for all financial affairs and funds of the PTA. The Treasurer or Co-Treasurers shall also be responsible for maintaining an updated record of all income and expenditures on school premises. The Treasurer or Co-Treasurers shall adhere to and implement all financial procedures established by the PTA. The Treasurer or Co-Treasurers shall be prepared to present and provide copies of financial reports at all PTA meetings. The Treasurer or Co-Treasurers shall also prepare and provide the January 31st interim and June annual financial accounting reports. He/she shall make available all books or financial records for viewing by members upon request and for audit. The Treasurer or Co-Treasurers shall prepare all financial records and assist with the June transfer of all PTA records to the incoming Executive Board.
- 1.5 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.

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