

# Manning Elementary PTO Constitution and By-Laws

## *Constitution*

*Amended November 2016*

### I. **Name of the Organization**

The name of this organization shall be Manning School Parent-Teacher Organization, hereinafter referred to as the PTO.

### II. **Mission**

The PTO will promote the welfare of our children in the home, school and community, support communication and understanding between parents and the school, and develop efforts to secure the highest advantages in physical, cultural and social education for all children.

### III. **Objectives**

1. Work with the school to support the provision of a high-quality, well-rounded education for all children.
2. Encourage parent participation in the development and support of school programs.
3. Promote parent volunteers at all levels of the school.
4. Raise funds through various lawful and proper activities, as approved by the majority of PTO members present at a regularly scheduled meeting.
5. Assist local school administration and staff in securing needed items and resources that cannot be obtained through the annual school budget.
6. Encourage the community at large to support activities of the school.
7. Continually research, evaluate, monitor and recommend activities and programs that support the mission and objectives of the PTO.

### IV. **Policies**

The PTO shall:

1. Be non-commercial, non-sectarian and non-partisan.
2. Cooperate with other organizations and agencies concerned with child welfare; individuals representing the PTO in such matters shall make no commitments that bind the PTO without Board approval.

### V. **Membership**

1. Membership is granted to all current Manning families and faculty without regard to race, color, creed, national origin or sexual orientation.
2. All PTO members are voting members, with the exception of the Principal and Teacher Representative(s).

## **VI. Executive Board and Terms of Office**

The Executive Board of the PTO shall consist of its officers and advisors.

### **1. Officers**

- a. The elected officers of the PTO shall be the President, President-Elect, Vice-President of Volunteers, Vice-President of Fundraising, Recording/ Corresponding Secretary, Communications/Public Relations Secretary and Treasurer.
- b. The Past President will also be a part of the Executive Board but is not elected in to office.

### **2. Advisors**

- a. Advisors to the PTO shall be the principal of Manning School and at least one teacher representative from the Manning School staff.

### **3. Terms of Office**

- a. The terms of officers shall be for two (2) school years beginning July 1st.
- b. An officer shall serve no more than one year in the President-Elect position before transitioning into the President position, the next year (for one year). The President will then, after one year at the position, transfer into the Past President position for one year. All other officers shall serve no more than two consecutive terms in the same office. No officers shall be on the Executive Board for more than 4 years consecutively.
- c. If an Executive Board position remains unfilled after all candidate search efforts have been exhausted, the current Executive Board member may maintain their position for one (1) additional year and must approved by a majority vote of both the Executive Board and General PTO Membership.
- d. Appointments to unexpired terms of officers and positions for which no candidates are nominated shall be filled by a majority vote of the Executive Board.

## **VII. Amendments**

This Constitution may be amended by a two-thirds (2/3) vote of the members present and voting at a meeting, provided that the proposed amendment has been made known to the membership at the monthly meeting prior (30 days) to the vote. Revisions to the Constitution shall take effect upon passage.

## **VIII. Parliamentary Authority**

Roberts Rules of Order shall govern the PTO in all matters of procedure unless otherwise specified by the By-Laws or Constitution.

# ***Bylaws***

*Amended November 2016*

## **I. Duties of Executive Board, Officers and Advisors**

1. The Executive Board shall:
  - a. Transact business between PTO meetings.
  - b. Pass on the work of the committee chairpersons.
  - c. Make the minutes of meetings of the Board open to the inspection of any PTO members upon request.
  
2. The President shall:
  - a. Serve a one-year term, followed by the position of Past President.
  - b. Preside over all meetings of the PTO and of the Executive Board.
  - c. Plan the agenda for all PTO meetings.
  - d. Coordinate the assignment of all committees to make sure all tasks begin on time and are completed.
  - e. Be listed as a co-signer on all bank accounts and approves all checks written over \$500.
  - f. Attend joint PTO meetings held within the district.
  - g. Act as the official representative to the school administration, school board and public.
  - h. Perform all other duties pertaining to the office.
  
3. The President-Elect shall:
  - a. Serve a one-year term, followed by the position of President.
  - b. In their designated order, perform the duties of the President in his/her absence or inability to serve.
  - c. Act as an aid to the President.
  - d. Coordinate babysitting for PTO meetings.
  - e. Be responsible for updating the PTO handbook for the school year.
  - f. Assist the President in all areas and become acquainted with all PTO operations in order to maintain continuity of PTO leadership.
  
4. The Vice President of Volunteers shall:
  - a. Serve a two-year term.
  - b. Recruit and coordinate volunteers for all PTO committees /events.
  - c. Maintain contact throughout the year with Committee Chair Heads to assure that all PTO events are adequately staffed.
  - d. Be in charge of the committee binders and shall update information (i.e. PTO meeting dates, current Constitution copy, current budget report) to go into the binders on a yearly basis.
  - e. Work closely with the Vice-President of Fundraising and assist where necessary.

5. The Vice President of Fundraising shall:
  - a. Serve a two-year term.
  - b. Provide oversight to various committees.
  - c. Runs yearly fundraising meeting each spring.
  - d. Review current contracts.
  - e. Work closely with the Vice-President of Volunteers and assist as necessary.
  
6. The Recording/Corresponding Secretary shall:
  - a. Serve a two-year term.
  - b. Record the minutes of all official meetings of the PTO. Prepare and submit minutes to the Executive Board at least one week prior to the next PTO meeting.
  - c. Maintain a record of all past meeting minutes and reports (including the end of the year Treasurer's Financial Statement).
  - d. Conduct the correspondence of the PTO.
  - e. Work closely with the Communications/Public Relations Secretary and assist where necessary.
  
7. The Communications/Public Relations Secretary shall:
  - a. Serve a two-year term.
  - b. Oversee development and maintenance of a Manning PTO website.
  - c. Inform local media of important PTO events/news.
  - d. Oversee the Student Directory process.
  - e. Work closely with the Recording/Corresponding Secretary and assist where necessary.
  - f. Maintain PTO eAlerts and social media channels.
  
8. The Treasurer shall:
  - a. Serve a two-year term.
  - b. Have all PTO correspondence (i.e., tax information, invoices and bank statements) mail directly to the school and not their personal address.
  - c. Receive all funds of the PTO and be responsible for their safekeeping and accounting.
  - d. Pay out funds in accordance with the approved budget as authorized by the PTO (amounts exceeding \$500 will be co-signed by the President).
  - e. Present a financial statement at every monthly PTO meeting and at other times at the request of the Executive Board.
  - f. Present a mid-year report at the January PTO meeting.
  - g. Present the PTO Accounts annually for examination by an independent auditor selected at the discretion of the Executive Board. The auditor shall not be a member of the Executive Board and a receipt of the audit shall be made prior to the summer Executive Board meeting.
  - h. Manage the Manning Alumni Scholarship Fund and oversee its procedural elements.
  - i. Present a year-end report and tax filings to the Executive Board and the district office.

- j. Receive reimbursement for expenses related to the PTO. He/She will need to present a receipt and/or an expense form for such expenses, to the President. The President will sign the form and the check.
  - k. Annually file all bank statements, year-end report, tax filings and audit receipts in the file cabinet in the PTO closet/room.
  - l. In the month of July, meet with the in-coming Treasurer to review current status of all accounts and financial happenings. During this interim period the Past Treasurer will complete the year-end report for the pervious school year. The year-end report and audit should be completed and turned over to the President by July 30th.
  - m. Serve on additional committees but may not chair a cash handling committee.
9. The Past President shall:
- a. Serve a one-year term.
  - b. Assist in the transition of incoming Executive Board members.
  - c. Act as an advisor to the President/President-Elect in all matters of PTO business for one year.
10. The Teacher Liaison shall:
- a. Keep the lines of communication open between parents and faculty.
  - b. Represent the faculty point of view on PTO issues.
11. The Principal shall:
- a. Act as a liaison between the PTO and the District Administrative Team.
  - b. Provide any relevant information regarding programs and facilities that may assist the PTO in fulfilling its mission and objectives.

## **II. Meetings**

- 1. Regular meetings of the PTO shall be held monthly on the first Monday unless otherwise posted and shall be open to all members.
- 2. The President or a majority of the Executive Board may call special meetings provided 5-day prior notification is given to the membership.
- 3. The Executive Board shall conduct annually each spring a budget planning meeting.
- 4. Participation in Meetings.
  - a. Introducing and seconding motions shall be limited to the members of the Executive Board.
  - b. Discussing and debating motions and voting on all matters shall be limited to members of the PTO.
  - c. Motions shall pass with a majority vote.
  - d. Any member wishing to place an item on the meeting agenda shall give the president one week's prior notice.

### **III. Disciplinary Action**

The Executive Board may replace any officer who is grossly negligent of his/her duties as defined in the Bylaws and Job Descriptions or who is incapacitated to fill the unexpired term with a motion from a member and a majority vote, provided that the agenda for the meeting states that a vote will be taken by the membership and is provided to the membership at least one week prior to the vote.

### **IV. Communications**

1. The organization will publish and distribute a newsletter to the parents and teachers at regular intervals to inform them of current projects, programs and issues.
2. To ensure the continuity of responsibilities and programs, a folder will be updated and maintained by each Executive Board member and committee chair outlining their duties and summarizing all projects.
3. All communication distributed by the PTO to the membership will be approved by the Principal before release.

### **V. Committees**

1. Committees, as may be necessary, shall be appointed each year by the Executive Board and will be discharged upon completion of their duties and receipt of their final report.
2. No committee spending, beyond any amount previously authorized or budgeted by the Executive Board, shall be undertaken without consent of the Executive Board.

### **VI. Appointed Committees**

1. Nominating Committee for Executive Board Positions
  - a. The Nominating Committee shall consist of five (5) members: two (2) members of the Executive Board, two (2) members of the general membership, and the teacher representative or principal.
  - b. The committee shall canvas the membership in writing for candidates for all vacant positions. Candidates must be members of the PTO and be willing to serve.
  - c. Nominations shall be submitted in writing to the Nominating Committee no later than the April meeting of the PTO.
  - d. The election of officers shall be conducted by paper ballot at the May meeting of the PTO.
2. Manning Alumni Scholarship Fund Committee
  - a. The committee shall consist of five (5) members: the principal, a teacher representative, one (1) member of the Executive Board, and two (2) members of the PTO membership who are not Executive Board members.
  - b. The Executive Board shall appoint committee members by Feb. 1st each year.
  - c. One may not serve on the committee if a member of his/her family is a senior graduating from Westmont High School.

- d. The committee shall not have access to the names of the applicants at the time of reviewing the written compositions.
- e. The decision of the committee is final.
- f. The Principal or President shall notify the winner.
- g. The committee shall report to the Executive Board, at the April meeting, that an applicant has been selected.
- h. The scholarship shall be announced at the annual Spring Concert and awarded at the High School Awards Assembly.

## **VII. Scholarships**

1. Manning Alumni Scholarship Fund
  - a. The Manning Alumni Scholarship Fund is herein referred to as the Scholarship Fund.
  - b. The Treasurer will be responsible for placing the Scholarship Fund in an account paying the highest possible interest, upon Executive Board approval.
  - c. Annually, the PTO Executive Board shall consider allocating additional monies to the Scholarship Fund.
  - d. The Scholarship Fund account may only be used for the scholarship award. The Scholarship Fund shall survive the PTO and/or Manning School.
  - e. The amount of the scholarship awarded will not be less than \$500.
  - f. Scholarship Qualifications:
    - i. The recipient of this award must be a graduate of Manning School and have attended Manning School for at least three (3) years.
    - ii. The recipient must be a graduate of Westmont High School.
    - iii. The recipient of this award will be decided on the basis of the following:
      1. Grades
      2. Service in school and community
      3. Written composition – topic will be decided upon each year by the Manning School Principal.
      4. Life Goals
      5. Why chosen
      6. How these goals will benefit recipient's community in the future.
2. Applications for the Manning Alumni Scholarship will be reviewed by a single committee.
3. Recipient of the Manning Alumni Scholarship will be announced at the Manning Spring Concert.

## ***Addendums & Special Notes***

1. Transition to the Amended Constitution (effective June 5, 2006)

A transitional period with regard to elected offices shall be required before the amended Constitution can be fully adopted. The positions of officers elected on or prior to May 2006 will be designated “interim” and vacated at the time of the May 2007 election. Officers elected in May 2007 will begin a two-year term as outlined in Section VI Subsection C of the Constitution.

## ***Amendments***

### **Amendments - May, 2009**

#### VII. Jeanne Burns Scholarship Fund (effective June 2, 2008)

1. The Jeanne Burns Scholarship Fund is herein referred to as the Scholarship Fund.
2. The Treasurer will be responsible for placing the Scholarship Fund in an account paying the highest possible interest, upon Executive Board approval.
3. Annually, the PTO Executive Board shall consider allocating additional monies to the Scholarship Fund.
4. The Scholarship Fund account may only be used for the scholarship award. The Scholarship Fund shall survive the PTO and/or Manning School.
5. The amount of the scholarship awarded will not be less than \$500.
6. Scholarship Qualifications:
  - a. The recipient of this award must be a graduate of Manning School and have attended Manning School for at least three (3) years.
  - b. The recipient must be a graduate of Westmont High School.
  - c. The recipient of this award will be decided on the basis of the following:
    - i. Grades
    - ii. Service in school and community
    - iii. Written composition – topic will be decided upon each year by the Manning School Principal.
    - iv. Life Goals
      1. Why chosen
      2. How these goals will benefit recipient’s community in the future



### VIII. South School PTO Scholarship (effective June 2, 2008)

Before its dissolution with the closure of South School in 2007, the South School PTO set aside funds totaling \$3,000 to secure the future of the South School PTO Scholarship for four additional years (\$750 awarded yearly for the 2007-08 through 2010-11 school years). At the end of those four years, funding for this scholarship will be provided by the Manning PTO. The South School PTO scholarship will continue with that name until the 2015-16 school year. (The 2nd grade class attending South in 2006-07 was the last class to meet the eligibility requirement for having three years attendance at South School, but will also meet the three year requirement for Manning attendance to apply for the Jeanne Burns Scholarship.) After 2016, the South School PTO Scholarship will cease, but the total number of scholarships will remain at two under the Jeanne Burns Scholarship administered by the Manning PTO to adjust for an increased student population at Manning School. Applicants for the South School PTO Scholarship must adhere to the same criteria as applicants for the Jeanne Burns Scholarship, with the exception that they must show three years' attendance at South School.

Applications for the South School PTO Scholarship and Jeanne Burns

Scholarship will be reviewed by a single committee.

All other terms regarding administration of the Jeanne Burns Scholarship will apply to the South School PTO Scholarship. Recipient of the South School PTO Scholarship will be announced at the Manning Spring Concert.

#### **Amendments - May, 2009**

See Executive Board and Terms of Office

By Laws: President, Co-President, Vice President, Secretary and Past President  
Jeanne Burns Scholarship Committee (added in)

#### **Amendments - September, 2009**

*(all additions are highlighted and removals are crossed out)*

- Page 1, V. 2. All PTO members are voting members, with the exception of the Principal and Teacher Representative(s).
- Page 2, VI. Number 1. a. The elected officers of the PTO shall be the President, ~~Co-President, Vice-President, Secretary, Treasurer and Past President.~~ **President-Elect, Vice-President of Volunteers, Vice-President of Fundraising, Recording/Corresponding Secretary, Communications/Public Relations Secretary and Treasurer and Assistant.**

- Page 2, VI. Number 1. b. The Past President will also be a part of the Executive Board but is not elected in to office.
- Page 2, VI. Number 2. Advisors to the PTO shall be the principal of Manning School and at least one teacher representative from the Manning School staff.
- Page 2, VI. Number 3. b. An officer shall serve no more than one year in the President-Elect position before then transitioning into the President position, the next year (for one year). The President will then, after one year at the position, transfer into the Past President position for one year. All other officers shall serve no more than two consecutive terms in the same office. , unless no other person is willing to serve. No officers shall be on the Executive Board for more than 4 years consecutively.
- Page 3, I. Duties of Executive Board, Officers and Advisors
  1. The President shall
    - a. Serve a one-year term, followed by the position of Past President.
    - b. Preside over all meetings of the PTO and of the Executive Board.
    - c. Plan the agenda for all PTO meetings.
    - d. Coordinate the assignment of all committees to make sure all tasks begin on time and are completed. at an Executive Board meeting.
    - e. Be listed as a co-signer on all bank accounts and approves all checks written over \$500.
    - f. Attend joint PTO meetings held within the district.
    - g. Act as the official representative to the school administration, school board and public.
    - h. Perform all other duties pertaining to the office.
  2. The Co-President-Elect shall:
    - a. Serve a one-year term, followed by the position of President.
    - b. In their designated order, perform the duties of the President in his/her absence or inability to serve.
    - c. Act as an aid to the President.
    - d. Coordinate babysitting for PTO meetings.
    - e. Be responsible for updating the PTO handbook for the school year.
    - f. Assist the President in all areas and become acquainted with all PTO
    - g. operations in order to maintain continuity of PTO leadership.
  3. The Vice President of Volunteers shall:
    - a. Serve a two-year term.
    - b. Recruit and coordinate volunteers for all PTO committees /events.
    - c. Maintain contact throughout the year with Committee Chair Heads to assure that all PTO events are adequately staffed.

- d. Be in charge of the committee binders and shall update information (i.e.PTO meeting dates, current Constitution copy, current budget report) to go into the binders on a yearly basis.
  - e. Work closely with the Vice-President of Fundraising and assist where necessary.
4. The Vice President of Fundraising shall:
- a. Serve a two-year term.
  - b. Provide oversight to various fundraising committees.
  - c. Runs yearly fundraising meeting each spring.
  - d. Review current contracts.
  - e. Work closely with the Vice-President of Volunteers and assist as necessary.
5. The Recording/Corresponding Secretary shall:
- a. Serve a two-year term.
  - b. Record the minutes of all official meetings of the PTO. Prepare and submit minutes to the Executive Board within at least one week prior to of the next each PTO meeting.
  - c. Maintain a record of all past meeting minutes and reports (including the end of the year Treasurer's Financial Statement).
  - d. Be in charge of the PTO monthly newsletter or bi-monthly newsletter.
  - e. Conduct the correspondence of the PTO.
  - f. Work closely with the Communications/Public Relations Secretary and assist where necessary.
6. The Communications/Public Relations Secretary shall:
- a. Serve a two-year term.
  - b. Develop and maintain a Manning PTO website.
  - c. Inform local media of important PTO events/news.
  - d. Oversee the Student Directory contest and be responsible for updating the directory and distribution of the directory.
  - e. Work closely with the recording/Corresponding Secretary and assist where necessary.
7. The Treasurer shall:
- a. Serve a two-year term.
  - b. Receive all funds of the PTO and be responsible for their safekeeping and accounting.
  - c. Pay out funds in accordance with the approved budget as authorized by the PTO (amounts exceeding \$500 will be co-signed by the President/~~Co-President~~).
  - d. Present a financial statement at every monthly membership PTO meeting and at other times at the request of the Executive Board.
  - e. Present a mid-year report at the January PTO meeting.

- f. Present the PTO Accounts annually for examination by an independent auditor selected at the discretion of the Executive Board Treasurer, and approved by the Executive Board. The auditor shall not be a member of the Executive Board and a receipt of the audit shall be made prior to the summer Executive Board meeting. the audit shall be made prior to the first meeting of the new Executive Board.
  - g. Manage the Jeanne Burns Scholarship Fund and oversee its procedural elements.
  - h. Present a year-end report and tax filings to the Executive Board and the district office.
  - i. Receive reimbursement for expenses related to the PTO. He/She will need to present a receipt and/or an expense form for such expenses, to the President. The President will sign the form and the check.
  - j. Annually file all bank statements, year-end report, tax filings and audit receipts in the file cabinet in the PTO closet/room.
  - k. In the month of July, meet with the in-coming Treasurer to review current status of all accounts and financial happenings. During this interim period the Past Treasurer will complete the year-end report for the pervious school year. The year-end report and audit should be completed and turned over to the President by July 30th.
  - l. Serve on additional committees but may not chair a cash handling committee.
8. Assistant Treasurer shall: (This is an appointed position by the Executive Board)
- a. Serve a two-year term.
  - b. Assist the Treasurer with deposits, account reconciliation, funds at special events and other tasks requested by the treasurer.
9. The Past President or past Co-President shall:
- a. Serve a one-year term.
  - b. Assist in the transition of incoming Executive Board members.
  - c. Act as an advisor to the President/Co-President-Elect in all matters of PTO business for one year.
- Page 6, VI. A. Nominating Committee for Executive Board Positions
  - Page 6, VI. B. 6. The Principal or President shall notify the winner.
  - Page 6, VI. B. 8. The scholarship shall be announced-awarded at the annual Spring Concert and awarded at the High School Awards Assembly.

### **Amendments – November 2013**

(all additions are highlighted and removals are crossed out)

5. The Recording/Corresponding Secretary shall:
  - a. Serve a two-year term.
  - b. Record the minutes of all official meetings of the PTO. Prepare and submit minutes to the Executive Board at least one week prior to the next PTO meeting.
  - c. Maintain a record of all past meeting minutes and reports (including the end of the year Treasurer's Financial Statement).
  - d. ~~Be in charge of the PTO monthly newsletter or bi-monthly newsletter.~~
  - e. Conduct the correspondence of the PTO.
  - f. Work closely with the Communications/Public Relations Secretary and assist where necessary.
  
6. The Communications/Public Relations Secretary shall:
  - a. Serve a two-year term.
  - b. ~~Develop and maintain~~ **Oversee development and maintenance of** a Manning PTO website.
  - c. Inform local media of important PTO events/news.
  - d. Oversee the Student Directory process.
  - e. Work closely with the Recording/Corresponding Secretary and assist where necessary.
  - f. **Maintain PTO eAlerts and social media channels.**

### **Amendments – November 2016**

(all additions are highlighted and removals are crossed out)

- Overall Constitution & Bylaws page/paragraph formatting cleaned up for ease of future use

### ***Page 7 – Item VI – Scholarships***

1. ~~Before its dissolution with the closure of South School in 2007, the South School PTO set aside funds totaling \$3,000 to secure the future of the South School PTO Scholarship for four additional years (\$750 awarded yearly for the 2007-08 through 2010-11 school years). At the end of those four years, funding for this scholarship will be provided by the Manning PTO. The South School PTO scholarship will continue with that name until the 2015-16 school year. (The 2nd grade class attending South in 2006-07 was the last class to meet the eligibility requirement for having three years attendance at South School, but will also meet the three year requirement for Manning attendance to apply for the Jeanne Burns Scholarship.) After 2016, the South School PTO Scholarship will cease, but the total number of scholarships will remain at two under the Jeanne Burns Scholarship administered by the Manning PTO to adjust for an increased student population at Manning School. Applicants for the South School PTO Scholarship must adhere to the same criteria as applicants for the Jeanne Burns Scholarship,~~

with the exception that they must show three years' attendance at South School.

1. ~~Jeanne Burns~~ Manning Alumni Scholarship Fund
  - a. The ~~Jeanne Burns~~ Manning Alumni Scholarship Fund is herein referred to as the Scholarship Fund.
  - b. The Treasurer will be responsible for placing the Scholarship Fund in an account paying the highest possible interest, upon Executive Board approval.
  - c. Annually, the PTO Executive Board shall consider allocating additional monies to the Scholarship Fund.
  - d. The Scholarship Fund account may only be used for the scholarship award. The Scholarship Fund shall survive the PTO and/or Manning School.
  - e. The amount of the scholarship awarded will not be less than \$500.
  - f. Scholarship Qualifications:
    - i. The recipient of this award must be a graduate of Manning School and have attended Manning School for at least three (3) years.
    - ii. The recipient must be a graduate of Westmont High School.
    - iii. The recipient of this award will be decided on the basis of the following:
      1. Grades
      2. Service in school and community
      3. Written composition – topic will be decided upon each year by the Manning School Principal.
      4. Life Goals
      5. Why chosen
      6. How these goals will benefit recipient's community in the future.
2. Applications for the ~~Jeanne Burns~~ Manning Alumni Scholarship will be reviewed by a single committee.
3. Recipient of the ~~Jeanne Burns~~ Manning Alumni Scholarship will be announced at the Manning Spring Concert.

**Page 2 – Item VI – Executive Board & Terms of Office**

4. Terms of Office
  - a. The terms of officers shall be for two (2) school years beginning July 1st.
  - b. An officer shall serve no more than one year in the President-Elect position before transitioning into the President position, the next year (for one year). The President will then, after one year at the position, transfer into the Past President position for one year. All other officers shall serve no more than two consecutive terms in the same office. No officers shall be on the Executive Board for more than 4 years consecutively.

- c. If an Executive Board position remains unfilled after all candidate search efforts have been exhausted, the current Executive Board member may maintain their position for one (1) additional year and must approved by a majority vote of both the Executive Board and General PTO Membership.
- d. Appointments to unexpired terms of officers and positions for which no candidates are nominated shall be filled by a majority vote of the Executive Board.

**Page 4 – Item I - Duties of Executive Board, Officers and Advisors**

- 5. The Treasurer shall:
  - a. Serve a two-year term.
  - b. Have all PTO correspondence (i.e.. tax information, invoices and bank statements) mail directly to the school and not their personal address.
  - c. Receive all funds of the PTO and be responsible for their safekeeping and accounting.
  - d. Pay out funds in accordance with the approved budget as authorized by the PTO (amounts exceeding \$500 will be co-signed by the President).
  - e. Present a financial statement at every monthly PTO meeting and at other times at the request of the Executive Board.
  - f. Present a mid-year report at the January PTO meeting.
  - g. Present the PTO Accounts annually for examination by an independent auditor selected at the discretion of the Executive Board The auditor shall not be a member of the Executive Board and a receipt of the audit shall be made prior to the summer Executive Board meeting.
  - h. Manage the ~~Jeanne Burns~~ Manning Alumni Scholarship Fund and oversee its procedural elements.
  - i. Present a year-end report and tax filings to the Executive Board and the district office.
  - j. Receive reimbursement for expenses related to the PTO. He/She will need to present a receipt and/or an expense form for such expenses, to the President. The President will sign the form and the check.
  - k. Annually file all bank statements, year-end report, tax filings and audit receipts in the file cabinet in the PTO closet/room.
  - l. In the month of July, meet with the in-coming Treasurer to review current status of all accounts and financial happenings. During this interim period the Past Treasurer will complete the year-end report for the pervious school year. The year-end report and audit should be completed and turned over to the President by July 30th.
  - m. Serve on additional committees but may not chair a cash handling committee.