

Officers and Elections

A. Titles. The officers of the PTO and the Executive Board shall be comprised of the following positions and no person shall hold more than one position at the same time:

- President
- Vice President
- Fundraising Coordinator
- Secretary
- Treasurer
- Auditor
- Parliamentarian

B. Eligibility. Members are eligible for election to office if they are members in good standing at the time of the election.

C. Terms of Office. Officers are elected for one year (July through June) and may serve no more than two consecutive years in the same office. Officers that have served for more than six months of a term shall be deemed to have served a full term in such office.

D. Duties of Officers. Each officer shall have the following duties and other duties as approved by the membership:

1. President. The President shall preside over the meetings of the organization and the Executive Board, serve as the primary contact and spokesperson for the organization, appoint committee members, serve as an exofficio member of all committees, and coordinate the work of all of the officers and committees in order that the purposes of the organization be served. The foregoing notwithstanding, the Chairperson and members of the Nominating Committee may only be appointed by a vote of the members in good standing at a regular meeting. The President may handle the correspondence for the organization in lieu of delegating that assignment to the Secretary. The President shall serve as, or shall appoint a member to serve as, the PTO representative on the Superintendent's Parent Advisory Committee. The President shall cast the deciding vote in case of a tie at all regular and special meetings.

(i) **Advocacy.** The President, or any Officer, Committee Chairperson or member so delegated by President or the membership, may represent the positions of the organization before other elected and appointed boards and commissions.

(ii) **Coordination.** The President shall be in close contact with School administrators, teachers and parents to foster communication and the resolution of any issues or concerns of any administrator, teacher, parent, student, or member of the organization. The President shall keep confident the name of any person who has requested that the President communicate on their behalf in confidence an issue or concern for consideration by the organization or the administration.

(iii) Succession. The President is responsible for coordinating the delegation of duties and presenting a review of the prior year's activities to the newly elected President and to otherwise assist him or her as needed.

2. Vice President. The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice President may also act as a Chairperson of one or more committees upon appointment by the President. It is expected that the Vice President shall act as a committee chairperson or otherwise assume responsibility for the coordination of at least one PTO event each year. The Vice President shall also publicize and communicate PTO and school programs/events to the Korematsu community. He or she will announce upcoming school, PTO events, and relevant community information using all possible channels of communications, i.e. the Korematsu Newsletter and List-Serve.

(i) The Vice President shall submit information to KPTO Webmaster to update KPTO website and online calendar in a timely manner, and is responsible for continual proofing and editing of site content throughout the year in conjunction with the KPTO Webmaster.

(ii) The Vice President shall gather input, organize, and format a weekly message publicized on KPTO listserv; typical information sources being DJUSD, school staff, PTO, and parents.

(iii) The Vice President shall manage production of the weekly newsletter and submit a draft to KPTO President for approval; and then submit to listserv.

(iv) The Vice President shall gather information and content from KPTO Officers and Chairs to submit to the KPTO Newsletter Editor.

(v) The Vice President shall ensure that Korematsu families are aware of the KPTO listserv and its purpose.

(vi) The Vice President shall recommend and implement solutions for improving communication processes.

(vii) The Vice President shall make weekly updates to the school marquee.

3. Fundraising Coordinator. The Fundraising Coordinator is responsible for organizing, coordinating and raising funds for the organization. He or she will create a yearly plan for fundraising to be approved by the membership early in the year. The fundraising coordinator will coordinate with volunteers responsible for executing the plan to ensure the organization's fundraising efforts act in a unified and consistent manner. The Fundraising Coordinator will also serve as the Fundraising Chair and will organize and run the fundraising committee meetings. It is expected that the Fundraising Coordinator will plan and run at least one major fundraising event each year. The Fundraising Coordinator shall act as or appoint a liaison to other district fundraising activities.

4. Secretary. The Secretary shall keep all of the records of the organization, take and record minutes of all meetings, prepare the agenda, handle correspondence at the direction of the President, send out notices of the regular and special meetings of the organization to the membership, and provide for the safekeeping of the minutes and other legal documents of the organization. The Secretary may delegate sending out the notices of the meetings to the Chairperson of the Newsletter Committee. The Secretary is only required to transcribe the actions that were taken at each meeting by vote or consensus of the membership, including recording all approved expenditures, and to distribute an action summary at the next regular meeting or by otherwise posting a copy of the action summary on the KPTO website. The Secretary shall keep a current copy of the Bylaws, membership roster, and minutes of previous meetings for referral at meetings.

5. Treasurer. The Treasurer shall receive and deposit all of the funds of the organization, keep an accurate record of receipts and expenditures, track grants and other special funding, pay advances and reimbursement of approved expenses, issue a financial statement on a quarterly and annual basis. The treasurer shall create the KPTO budget with assistance from the other KPTO Board members. The budget is presented at the May KPTO meeting for vote of approval by PTO membership. The treasurer shall also, and prepare the organization's federal and state tax returns and adhere to the following deadlines and reporting periods as set out below:

(i) Reporting Periods. The accounting period of the organization is from July 1 to June 30. Financial statements are due to be presented to the membership at a scheduled meeting by no later than two months after the end of the preceding quarter as follows: November (JulySeptember), February (OctoberDecember), May (JanuaryMarch) and September (AprilJune). An annual financial report for the prior fiscal year shall be made by the Treasurer at the membership meeting in the Fall.

(ii) Tax Returns. The Treasurer is responsible for preparing (or overseeing the preparation of) the tax returns for the organization. Tax returns must be filed no later than November 15 following the end of the prior fiscal year.

(iii) Disbursements. No checks shall be issued unless the expenditure was approved by the membership as part of the Annual Budget, or at a regular or special meeting of the organization. Approved expenditures will be paid within seven days of receipt submission along with a reimbursement request form. No reimbursements will be made without a valid reimbursement request form. All checks over \$1,000 must be approved and signed by any two (2) of the elected officers, one of which may be the Treasurer. The Treasurer may not issue disbursements to themselves.

6. Auditor. The auditor will review the treasurer's records on no less than a quarterly basis to ensure that all records are properly documented and that categorical expenses have not exceeded the KPTO member-approved budgeted amounts for the year. The auditor will request samples for at least 10% of the receipts turned in for reimbursements during the audited period. Any discrepancies or concerns found will be immediately reported to the executive board. The

auditor will provide a brief auditor's report after the treasurer's report with the date(s) of any recent audits performed and any discrepancies or concerns that were found. If the auditor is not able to attend a KPTO meeting, he or she may prepare a statement to be read by any other member of the executive board except the treasurer. The auditor shall also sign monthly bank statements.

7. Parliamentarian. The Parliamentarian shall attend meetings of the organization and the Executive Board to give advice regarding the order of the meeting in accordance with Roberts Rules and the provisions of the Bylaws. The Parliamentarian shall conduct the election of the officers and shall be the presiding officer at membership meetings at the request of the President. The Parliamentarian shall chair the Bylaws Committee whenever such a committee is formed to review or revise the Bylaws, and shall serve on the Nominating Committee if appointed to serve as a member of that Committee. The Parliamentarian will be entitled to all rights and privileges of membership including the right to make motions, debate and vote. When possible, this position will be held by the former President when their term as President has ended.