

report for the fiscal year. The Treasurer(s) shall be responsible for the maintenance of such books of account and records to conform to the requirements of these bylaws.

Section 5: All officers shall:

- a. Perform any additional duties delegated to them by the PTO Board.
- b. Deliver to their successors all official material on the day following the last official school day, excluding the Treasurer who shall deliver all official material to the successor on the first day of August.

ARTICLE IX: EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the elected officers, most recent past PTO President (Advisor), the principal of the school, and a teacher representative.

Section 2: The duties of the Executive Board shall be:

- a. To transact business as may be referred to it by the PTO Board.
- b. To create appointed committees.
- c. To approve the plans of work of the PTO Board Committees.
- d. To present a report at regular meetings of the PTO Board.
- e. To appoint an auditor or an auditing committee to audit the Treasurer's accounts annually.
- f. To serve as a budget committee to prepare and submit a budget to the PTO Board for approval for the fiscal year.

Section 3: The meetings of the Board may be called by the President or by a majority of the members of the Executive Board.

ARTICLE X: MEETINGS

Section 1: PTO Meetings shall be held regularly throughout the school year. All PTO members may attend and participate in discussion and vote on business. Lectures, presenters, and guests who are not Schroeder PTO members shall give notice to the Executive Board at least three days prior to attending a meeting. A quorum shall consist of a majority of the PTO Board positions represented.

Section 2: PTO Board Meetings shall be held as designated by the Executive Board and shall be attended by the PTO Board and guests. All in attendance may participate in discussion; and vote on business. A quorum shall consist of a majority of the PTO Board positions represented.