IVY HALL SCHOOL
PARENT-TEACHER ORGANIZATION
BY-LAWS

ARTICLE I – NAME

The name of this organization shall be the Ivy Hall School Parent Teacher Organization (PTO) of Kildeer Countryside Community Consolidated School District #96.

ARTICLE II – PURPOSE

The purpose of this organization shall be to promote and support the educational community and social activities of Ivy Hall School and School District #96.

ARTICLE III – POLICIES

Section 1. This organization shall operate for charitable, educational, be non-commercial, non-sectarian and non-partisan purposes and shall not discriminate.

Section 2. It shall not endorse any commercial enterprise or candidate. Neither the name of the organization nor the names of any members in their official capacities shall be used in connection with any commercial concern or with any partisan interest, or for any purpose not appropriately related to the Mission of the PTO.

Section 3. The business of this organization shall be conducted under Robert's Rules of Order in all cases in which they are applicable and in which they are not inconsistent with these By-Laws.

Section 4. The Fiscal Year of this organization shall be July 1st through June 30th. The PTO shall be incorporated under the laws of the State of Illinois as a non-profit organization.

Section 5. A minimum balance of $3,000.00 shall be carried over to begin the new Fiscal Year. Surplus funds shall be defined and voted upon its distribution by the Executive Board of the PTO.

Section 6. Upon the dissolution of the Parent-Teacher Organization of Ivy Hall school, the Executive Board shall, after paying or making provision for the payment of all of its liabilities, donate the assets of the PTO to Ivy Hall Elementary School or as designated by District #96.

Section 7. This organization shall work with the school capacity recognizing that the legal responsibility to make decisions of school policy has been delegated by the people of the Board of Education.

Section 8. Any general member may have their membership revoked by two-thirds majority vote of the Executive Board for any action deemed contrary to the PTO's mission.

Section 9. This organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing these other organizations shall make no commitments that bind the Ivy Hall Parent Teacher Organization.

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Section 10. All issues that need to be voted on at a General Meeting must be brought to the Executive Board before they can be placed on the agenda. General Procedures for handling a motion on an item to be voted on:

A. A member normally must obtain the floor by being recognized by the President(s). The President(s) can only vote to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot.

B. Member makes a motion.

C. A motion must normally be seconded by another member before it can be considered.

D. Before the motion is restated by the chair, any member can rise, without waiting to be recognized, and suggest a modification of the wording to clarify the motion.

E. The maker of the motion can choose to accept or reject the modified wording (does not require a second). If the person who originally stated the motion does not want to change it, a vote must first be taken on the original motion. If that fails, another motion can be called for vote.

F. A motion may be made to Postpone Definitely (Postpone to a Certain Time) if additional information is required to assist in the decision on the proposed motion. The tabling motion delays action until a certain time specified in the motion, but may not be beyond the last ~~next~~ regular general board meeting.

G. If the motion on the table is in order, the chair will restate the motion and open debate (if the motion is debatable).

H. The maker of a motion has the right to speak first in debate. Debate is closed when:

1. Discussion has ended, or
2. A two-thirds vote closes debate ("Previous Question").

I. The President(s) restates the motion, and if necessary clarifies the consequences of affirmative and negative votes.

J. Voting:

1. Majority vote - defined as more than half of the votes cast by those present and voting (i.e., excluding abstentions) unless the organization's rules specify otherwise (i.e., majority of those present, or majority of the entire membership).
2. Two-thirds vote - defined as at least two-thirds of those present and voting, unless otherwise specified by the organization's rules. Examples of motions that require a two-thirds vote: to close, limit, or extend debate; to suspend the rules; to remove an officer or expel a member; or to object to the consideration of a motion.
3. Methods of voting:
   a. Voice vote method is normally used.
   b. Show of hands or rising vote is used to verify an inconclusive voice vote or on motions requiring a two-thirds vote.
   c. Ballot method is normally used for election of officers and when ordered by a majority vote.
   d. Roll call vote is used when it is desired to have a record of how each member voted. All matters relating to financial discussions require a roll call vote.

K. The President(s) calls for a vote.

L. The President(s) announces the result.

Section 11. Minutes are the official public record of the happenings at all Board Meetings.

ARTICLE IV – MEMBERSHIP DUES

Section 1. Any parent or legal guardian with a student(s) enrolled and attending Ivy Hall School **and/or teacher at Ivy Hall School** who is interested in the purpose of this organization and willing to subscribe to its By-Laws may become a member upon the payment of annual dues.

Section 2. Annual dues for all members shall be set each year by the PTO Executive Board, after being certain that they are consistent with other schools in District #96.

Section 3. The membership year shall be from July 1st through June 30th and any person joining during the year shall pay dues for that year.

Section 4. An annual enrollment drive for members shall be conducted. Additional members shall be accepted at any time.

Section 5. No Regular Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. Annual Dues waiver or alternative payments are granted upon confidential application to the Kildeer Countryside Consolidated School District 96

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Administrative Office and upon confirmation of that need with the Kildeer Countryside Consolidated School District 96 Administrative Office.

ARTICLE V – GENERAL MEMBERSHIP MEETINGS

Section 1. General Membership Meetings shall be held at any time the Executive Board deems necessary for the transaction of business or a general interest program.

Section 2. Meetings of the general membership may be called or canceled at the discretion of a majority of members of the Executive Board upon five days' written notice to the members.

Section 3. The members present at any general meeting shall constitute a quorum for the transaction of business.

Section 4. Any member of the Board of Directors and General PTO members may attend a General Board meeting. However, the general meetings shall be closed to non-PTO members. Guests may only attend upon the invitation of, or request to, the President(s). The President(s) may approve or deny the request as appropriate based on the agenda for that meeting. Guests may be asked to leave after their presentation is complete.

ARTICLE VI – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of a President, Vice President, Treasurer, and Secretary and co-officers for each position, if desired, plus two ~~one~~ Members-at-Large.

Section 2. Each Officer shall be elected at the May General Membership Meeting and shall hold office from July 1st of that year through June 30th with the exception of the outgoing Treasurer, Disbursements and Records, who shall continue through August 1 to complete the required Ivy Hall Elementary School PTO Financial Statements to be provided to the CFO of the Coordinating Council. Each individual holds the same office for two consecutive years, unless the position continues to be vacant, in which case the current member can be considered for nomination. The candidate(s) for President shall have held the position of a chairperson on a committee.

Section 3. Whenever possible, Co-President and Co-Vice-President terms shall be staged such that no two President or two Vice-President positions are vacated in the same year.

Section 4. In the event a mid-term vacancy occurs in any office, such vacancy shall be filled by appointment by the Executive Board. The person appointed shall hold office for the remainder of the term of the predecessor and be eligible for additional ~~two~~ full terms thereafter.

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Section 5. Any member of the Board of Directors may attend an Executive Board meeting upon request to and approval of the President. However, the monthly Executive Board meetings shall be closed to the public. General Members may also attend Executive Board meetings at the invitation of the President.

Section 6. The Executive Board of the PTO shall prepare an annual budget, estimating funds to be earned and spent for all PTO events for the upcoming fiscal year. The Executive Board will then approve the reviewed proposed budget prior to it being presented for vote to the General Members for final approval at the May meeting prior to the start of the new fiscal year.

ARTICLE VII – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the Executive Board (i.e. the Presidents, Vice Presidents, Treasurers, and Secretaries and Members-at-Large), and the Chairpersons of the PTO Committees.

Section 2. President(s) shall:

1. Shall preside over all general and executive board meetings
2. Prepare an agenda for all meetings, put to a vote motions from the floor.
3. Attend District Coordinating Council meetings and serve as a voting member of the Kildeer Countryside CCSD 96 PTO Coordinating Council.
4. Responsible for the planning and set up of all fee-paying schedules and forms.
5. Work with the Principal to set up a calendar of PTO events.
6. Organizing budgets for all events.
7. Act as a liaison to the District 96 administration and School board.
8. Coordinate the work of the executive Board and all PTO Committees.
9. The Co-Presidents of the PTO may jointly elect, from time to time, to spend up to $100~~$50~~ for the purpose of teacher appreciation, events, or other school or PTO related matters without prior approval of the executive committee or general membership.
10. Sign off on monthly bank reconciliation.
11. Approve/confirm all online money transfers and deposits.
12. Shall organize and work with the 5th grade Committee to plan the 5th grade celebration events

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Section 3. Vice-President shall:

1. Organizing and notifying Party Planners and Volunteers of their responsibilities.
2. Serve as PTO representative to new Ivy Hall families.
3. ~~Organize and work with the 5th grade room parents for the end of the year party.~~
3. Organize and plan staff appreciation events including but not limited to: First Day of School, Halloween and Valentines Day Stock the Lounge Events, Fall and Spring Conference Meals and Staff Appreciation Week.
4. Assist the PTO with Fundraising efforts and campaigns.

Section 4. Treasurers (2) shall:

1. Shall receive, preserve and disburse all PTO funds.
2. Present a report to the co-Presidents before ~~at~~ each PTO meeting for inclusion in the agenda, ~~and~~ keep all books, records and documents that pertain to the financial status of the PTO
3. Provide Year-End financial statements, in required format, to Kildeer Countryside CCSD 96 PTO Coordinating Council by August 1st.
4. Present the fiscal year's records for the annual Coordinating Council's independent audit ~~and prepare the consolidated tax return~~. Will be available to meet upon 10 days written notice, with the independent auditors to review financial information, if requested.

Section 5. <u>Recording Secretary shall:</u>

1. Shall be responsible for taking minutes at all general and Executive board meetings and presenting them to the executive board prior to ~~at~~ the next meeting for correction and approval at the next meeting.
2. On an annual basis at the beginning of the school year, organize and maintain record of all fully-signed Conflict of Interest Policy statements for all committee chairpersons and executive board officers.
3. Shall be responsible for drafting a weekly PTO blog and upon review and approval of the co-Presidents, shall submit to the Kildeer Countryside Consolidated School District 96 Communications Coordinator as requested

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Section 6. Corresponding Secretary shall:

1. Shall be responsible to prepare ~~PTO blog, Facebook~~ Social Media posts, and all other correspondence and thank you notes.
2. Prepare forms and reports from Membership Toolkit and provide same to co-Presidents, co-Treasurers and to Committee chairpeople upon request.
3. Work with co-Treasurers to prepare any necessary reports for transactions of business conducted within the MTK platform ~~the transfer/deposit report for President approval~~.

Section 7. All members of the Board of Director must be members of the Ivy Hall Elementary School PTO.

Section 8. Each Board of Director shall hold office from July 1 to June 30 of the current and following year. No individual should ~~may~~ serve in the same office for more than a period of two years unless the vacancy is unable to be filled and the volunteer is willing to continue ~~no one steps up~~ and then it becomes a year- to-year commitment thereafter ~~with an additional two-year maximum in the same position~~.

Section 9. A meeting of the Board of Directors shall be held at the beginning of each school year. If necessary, additional meetings can be called by the Executive Board or by a majority of the members of the Board of Directors.

Section 10. Any action deemed necessary by the Board of Directors shall be decided by a majority vote of those in attendance.

Section 11. No member of the Board of Directors shall spend monies in excess of $50 over the approved budget without the approval of the Executive Board, except as provided in Article VII, Section 2 by the co-Presidents.

ARTICLE VIII – PTO COMMITTEES

Section 1. A PTO Committee's function is to promote the objectives and to carry on the work of the organization.

~~Section 2. The Chairperson of a PTO Committee is a member of the PTO Board of Directors.~~

Section ~~2~~3. A PTO Committee is created and dissolved by the Executive Board.

~~Section 4. Each PTO Committee Chairperson shall forward written plan of work and expenditures to the Executive Board and no Committee program shall be undertaken without the prior approval thereof by the Executive Board.~~

Section 35. All flyers or printed materials must be approved by one of the co-Presidents prior to distribution.

Section 46. Each PTO Committee Chairperson shall forward a report (the committee folder) to the President at year-end, to be passed on to the next year's Chairperson. The information shall be as detailed as possible including copies of expenditures, specific tasks in order to complete the event, number of volunteers required, and the time frame needed in order to complete the task, and any other documentation that the committee chair deems as important.

Section 57. Each PTO Committee shall spend no more than their budgeted allocation without the approval of the Executive Board.

Section 68. A PTO Committee Chairperson shall serve two Years consecutively, unless a vacancy is unable to be filled and the volunteer is willing to continue.

Section 79. The Chairperson of a PTO Committee is responsible for gathering three competitive bids when requested by the Executive Board for prices on specifically designated good or foods to be used/sold at PTO events.

~~ARTICLE IX – AUDIT COMMITTEE~~

~~Section 1. The Audit Committee shall consist of, but be not limited to, the past Treasurer, the current Treasurer and a qualified member of the general membership appointed by the President. This committee shall be formed by March 1.~~

~~Section 2. The Audit shall be completed each year by September 30th.~~

ARTICLE X – NOMINATING COMMITTEE

Section 1. The Nominating Committee shall consist of two members of the Executive Board, to include the out-going president who serves as chairperson, if possible, and three other members appointed by the Executive Board. This committee shall be formed according to the Nominating Committee Timeline. Chair people are to be selected by the Nominating Committee. No person shall serve on the Nominating Committee for two consecutive years.

Section 2. No person shall serve on the Nominating Committee who wishes to be considered for any Executive Board position, unless they are already in office and wish to serve in the same capacity for another year.

Section 3. Any member of the Executive Board as well as any Chairpersons of all PTO Committees is eligible to run for any office with the exception of the office of the President and Vice President. A candidate for President shall have previously served on the Ivy Hall Elementary PTO Executive Board or Committee for at least one year, if possible.

Section 4. The Nominating Committee shall request qualified volunteers to fill vacancies to the Executive Board and volunteers to chair each PTO committee by publishing

in the newsletter a description of each job. The Nominating Committee will form a single slate with one candidate for each office and fill PTO Chairmanships in accordance with Nominating Committee Guidelines.

ARTICLE XI – ELECTIONS

Section 1. The April Executive Board Meeting, after the Nominating Committee presents the slate of candidates, the President will ask if there are any further nominations from the floor. It is at this time, and only at this time, that further nominations will be taken from the floor. If there are no additional nominations from the floor the election of Officers shall take place via voice vote at the May General Meeting. ~~If there are further nominations, there will be a special general meeting announced by public posting to take place within two weeks of the April Executive Board meeting. This election shall be by ballot which consists of the approved slate by the Nominating Committee and line(s) for write-in of the floor- nominated candidate(s).~~

Section 2. The Nominating Committee shall be responsible for conducting the election. Its members shall present the slate and call for a vote. ~~Two PTO members not running for office shall be appointed by the Nominating Committee Chairperson at the time of the elections to count ballots, if necessary.~~

Section 3. Each individual PTO member family will be permitted a maximum of one vote. Each member must be present to vote.

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ARTICLE XII – POLICY HANDBOOK

Section 1. The Policy Handbook outlines the job descriptions of the PTO Executive Board members

Section 2. The Policy Handbook should be reviewed and revised annually by the Vice President(s) and presented to the Board for approval.

ARTICLE XIII – AMENDMENTS

Section 1. These By-Laws may be amended at any regular or General Membership Meeting by a majority vote of the members present, provided five days written notice of the proposed amendment was given. All approved amendments shall become effective immediately and recorded by the Recording Secretary.

ARTICLE XIV – DISSOLUTION

Section 1. The PTO may be dissolved provided prior written notice with justification is given to the PTO General Membership by the Executive Board, in which three-fourths of the board approved the dissolution, notice is posted at least three days prior to the next scheduled General Membership Meeting, a vote is taken at the next scheduled regular General PTO Membership meeting and the request is approved by a two-thirds of the voting PTO members present.

Section 2. Remaining Funds: Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

A. a vote shall be taken by the PTO Membership to spend the remaining funds on an item or items that benefit the students; or
B. the remaining funds shall revert to the Ivy Hall Elementary School and to be used toward the benefit of the students under the discretion of the Principal.

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AMENDMENT #1

Membership of PTO in the Kildeer Countryside CCSD 96 PTO Coordinating Council

Section 1. The Ivy Hall Elementary School PTO is a member of the Kildeer Countryside

CCSD 96 PTO Coordinating Council, a corporation organized in the State of Illinois under the General Not for Profit Corporation Act, also referred to as the central organization. As a member of the central organization, this organization will be required to abide by the By-laws of the Kildeer Countryside CCSD 96 PTO Coordinating Council.

Section 2. The President(s) of the Ivy Hall Elementary School PTO shall serve as members of the voting body of the central organization.

Section 3. The Ivy Hall School PTO authorizes the Kildeer Countryside CCSD 96 PTO Coordinating Council to include the Ivy Hall Elementary School PTO as a subordinate organization in the filing of the group exemption request for consideration to be an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

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AMENDEMENT #2

Section 1. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposed, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purpose not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or corresponding section of any future federal code.

Section 3. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Adopted and effective as of March 5, 2009 by the PTO Executive Board of Directors.

Co-President	Date	Co-President	Date
Co-Vice President	Date	Co-Vice President	Date
Co-Treasurer	Date	Co-Treasurer	Date
Co-Secretary	Date	Co-Secretary	Date
~~Member-at-Large~~	~~Date~~		

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ARTICLES OF ASSOCIATION

The Kildeer Countryside Elementary School PTO has been formed for the purpose(s) of promoting and supporting the educational, community, academic and social activities of Kildeer Elementary School and the Kildeer Countryside CCSD School District #96 as set forth in our By-Laws.

The fiscal year of the organization is from July 1st through June 30th.

Said organization is organized exclusively for charitable, and educational, purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in , or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purpose not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code or corresponding section of any future federal code.

Upon the dissolution of the organization, assets shall be distributed for one of more exempt purposes within the meaning of section 501 (C) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Place of the county in which the principal office of the organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Adopted and effective as of Dec 7, 2011 **(Date)**

By the PTO Executive Board of Directors.

Co-Presidents Wright **Date** Dec 7/2011 **Co-President** Casalette **Date** 12/7/11

Co-Vice President Julie Galpin **Date** 12/7/11 **Co-Vice President** [illegible] **Date** 12-7-11

Co-Treasurer [illegible] **Date** 12-7-11 **Co-Treasurer** [illegible] **Date** 12-7-11

Co-Secretary [illegible] **Date** 12-7-01 **Co-Secretary** [illegible] **Date** 12-7-11

member-at-large Jennifer Granick 12/7/11

Last Revised: November 2, 2011

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NOMINATING COMMITTEE GUIDELINES

1. The out-going PTO Executive Board President, if possible, holds position as Chairperson of this committee; otherwise another Executive PTO Board Member elected by the Executive Board shall serve as Chairperson.

2. The Chairperson of the Nominating Committee contacts the eligible Committee Chairs to determine if they wish to return to their position. After the remaining open positions are determined, vacancies are published in the PTO Newsletter including current job descriptions.

3. Form a slate of candidates for the open positions on the Executive Board of Officers (one candidate for each office). Giving heaviest consideration to:

    a. Previous Ivy Hall Elementary School Executive Board experience

    b. Previous Committee Chair experience – working with the Executive Board.

4. Fill vacancies on PTO Committees, giving heaviest consideration to previous Ivy Hall Elementary School PTO volunteer experience.

5. Maintain confidentiality of all discussions and considerations.

6. Contact all nominees who volunteered for Executive Board and Committee Chairs and inform them of decisions made.

7. Present a single slate of candidates (one for each office) to the April Executive Board Meeting to be approved for the election at the General Meeting.

8. Publish final list of all chair people in PTO Newsletter per Nominating Committee Time-Line guidelines.

9. The above are guidelines only – the final decision on any appointment rests with the Nominating Committee. If there is any disagreement regarding selection procedures or qualifications of a candidate, it should be resolved by a majority vote of the Nominating Committee.

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Nominating Committee Time Line

Beginning January: Nominating Committee Chairman shall contact current chairpersons eligible to return to confirm intent to return for second year in position. Put notices in newsletter asking for volunteers on the Nominating Committee.

February Executive Board Meeting: As directed in Article X of the PTO By-Laws the Executive Board selects the Nominating Committee.

Second Week of February:

- The newly formed Nominating Committee will hold its first meeting during the week following the February Executive Board meeting. Presidents should give Nominating Committee members lists of Committee Chairs who have served for less than two years. The committee Chairs shall be contacted to determine if they wish to return to their position. Executive Board should discuss which Executive Board members wish to return thus determining all vacancies to publish.

- The first mailing/public announcement shall take place to consist of a listing of all Committee openings and full explanation of the job descriptions involved for those committees as well as which Executive Board positions are open. The newsletter of the following week will have a second copy of the same announcement included.

Last Day of February: The Nominating Committee shall require that all volunteer forms are submitted no later than the last day of February.

Last Day before Spring Break: Deadline date for Nominating Committee to form a slate of candidates for open Executive Board positions (one candidate for each office).

April Executive Board Meeting Date: The Nominating Committee will present the newly formed slate of Executive Board officer candidates to the current Executive Board officers. At this time the President will ask for further nominations from the floor. If there are any, there will be a general meeting announced by public posting per by-law guidelines to take place two weeks after the Executive Board meeting. If there are no further nominations, the floor will be closed and the slate as presented will be approved via voice vote at the May General Membership Meeting.

March to end of April: During the election process as set forth, use the newsletter to continue to solicit candidates for any remaining openings. Give specific information about what is available and what is needed. Thank everyone who has come forward to help out.

Mid to end of May: Finalize all Committee Chair positions and publish in PTO blog.

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Adopted and effective as of: **April 17, 2025**

Co-President:
Date: 6-3-2025

Co-Vice President:
Date: 6/3/2025

Treasurer: Sanja Komanecki
Date: 6/3/25

Co-Secretary:
Date: 6/3/25

Member At Large:
Date: 6/11/25

Co-President:
Date: 6-2-2025

Co-Vice President: Susan Franke
Date: 6/11/25

Co-Secretary:
Date: 06/03/25

LAST REVISED: April 17, 2025