

As per Roy Cloud School PTO Bylaws: Rev 3: Oct/18

SECTION 7. PRESIDENT

The President shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the articles of incorporation of this corporation, or by these bylaws, or which may be prescribed from time to time by the Board of Directors. Unless another person is specifically appointed as Chairperson of the Board of Directors, he or she shall preside at all meetings of the Board of Directors. If applicable, the President shall preside at all meetings of the members. Except as otherwise expressly provided by law, by the articles of incorporation, or by these bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors. He or she shall be responsible for insuring that work is delegated, where appropriate, to other officers and/or volunteers and shall follow up from time to time with said volunteers.

SECTION 8. DUTIES OF VICE PRESIDENT -- (COMMUNICATIONS, PROGRAMS, DIRECT DONATIONS AND FUNDRAISING)

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the articles of incorporation, or by these bylaws, or as may be prescribed by the Board of Directors. The Vice President for communications shall be deemed to be first in line, with the Vice President for programs, Vice President of direct donations, and Vice President of fundraising following in the order specified herein.

The job descriptions for each of these officers shall minimally include those specified above, as well as those duties which shall be enumerated in a document kept by the Recording Secretary and provided to officers on an annual basis.

SECTION 9. DUTIES OF SECRETARY

The Secretary shall:

Certify and keep at the principal office of the corporation the original or a copy of these bylaws as amended or otherwise altered to date.

Keep at the principal office of the corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.

See that all notices are duly given in accordance with the provisions of these bylaws or as required by law.

Be custodian of the records and of the seal of the corporation and see that the seal is affixed to all duly executed documents, the execution of which on behalf of the corporation under its seal is authorized by law or these bylaws.

Keep at the principal office of the corporation a membership book containing the name and address of each and any member, and, in the case where any membership has been terminated, the Secretary shall record such fact in the membership book together with the date on which such membership ceased. For the purposes of this organization, the school's directory shall serve as the membership book.

Keep at the principal office of the corporation written job descriptions of all positions on the board and officers of this corporation and shall provide same to the board and officers on an annual basis.

Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request there for, the bylaws, the membership book, and the minutes of the proceedings of the directors of the corporation.

In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the articles of incorporation of this corporation, or by these bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

SECTION 10. DUTIES OF TREASURER

Subject to the provisions of these bylaws relating to the "Execution of Instruments, Deposits, and Funds," the Treasurer shall:

Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors. Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.

Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.

Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefor.

Render to the President and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.

Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the articles of incorporation of the corporation, or by these bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

SECTION 11. DUTIES OF PARLIAMENTARIAN The Parliamentarian shall:

Directly report to the President and shall attend all meetings of the corporation and of the Board of Directors, if requested, and give necessary advice in parliamentary procedure when requested, in accordance with Robert's Rules of Order.

Call and preside over the first meeting of the nominating committee, conduct election of a chairperson and give instructions in procedure, and may be contacted for additional information,

if needed, and shall attend meetings of the nominating committee only if elected to serve as a member therein.

Chair the bylaws committee and review bylaws and standing rules (if applicable) on no less than an annual basis. Parliamentarian shall then ascertain, in concurrence with the bylaws committee, whether or not any changes are necessary and shall report the results of said committee meetings directly to the Board of Directors.

DUTIES OF FINANCIAL SECRETARY

Collect funds from school events, reconcile, record all checks in Excel program and deposit money in the bank.

DUTIES OF VP DIRECT DONATIONS

The VP of Direct Donations is responsible for all aspects of the fall direct donations campaign. This can be done independently or with a team. Duties include, but are not limited to: developing annual campaign theme, creating all marketing materials and website content pre campaign and throughout, writing summer mailer, management of donation database software, coordination of Lightning Circle Party, monthly reporting of progress toward goal, coordination with company matching volunteer, writing weekly newsletter teasers, educate RC community on how PTO funds are used to support students, mailing thank you magnets to all donors.

Time commitment begins in May/June of prior year, a few hours/week over the summer, and heavy August - October.

DUTIES OF VP AFTER SCHOOL ACTIVITIES

VP After School Coordinators are in charge of communicating with possible vendors to bring after school enrichment classes to our school. Once vendors are established for Fall, Winter and Spring sessions, the coordinators make up the schedule for each session, making sure to align the schedule with school activities and the district calendar. The coordinators are also responsible for the coordination of classrooms or other spaces that the enrichment classes will use. In addition, they communicate this information to the front office staff, as well using the PTO website to publish class schedule and other important information regarding after school enrichment activities.