

Each year, at the May meeting, elections are held for all executive committee positions of the PTO. These positions are *President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary, and Treasurer*. If you wish to place your name in for the nomination, print [\(see below\)](#) the form, sign, and submit to Sweetsir or Donaghue schools. *You must be a member of the PTO*. The voting for the vice-president positions will be determined by the number of votes cast for each candidate.

Below is a portion of our by-laws describing each position.

Article VII *Duties of Officers*

Section 1

The president shall preside at all meetings of the organization, shall appoint special committees, shall preside at Executive Committee meetings and perform all other duties usually pertaining to the office.

Section 2

The 1st vice president shall act as aide to the president and shall perform the duties of the president in the absence of that officer.

Section 3

The 2nd vice president shall act as aide to the 1st vice president and shall perform the duties of the 1st vice president in the absence of that officer.

Section 4

The 3rd vice president shall act as aide to the 2nd vice president and shall perform the duties of the 2nd vice president in the absence of that officer.

Section 5

The secretary shall keep an accurate record of all meetings of the organization and of the Executive Committee, and shall perform such duties as may be delegated to him or her.

Section 6

The treasurer shall receive all monies, including dues of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds only in such manner as voted by the organization. The treasurer shall present a statement of account at every meeting of the organization, and at other times when requested by the Executive Committee, and shall make full report at the annual meeting. The treasurer's accounts shall be examined annually by the Executive Committee prior to the annual meeting.



PTO ELECTION NOMINATION FORM

NAME:

TELEPHONE
NUMBER:

Please submit my name for nomination to the position of:

- | | |
|--|------------------------------------|
| <input type="checkbox"/> President | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> 1st, 2nd, or 3rd Vice-President | <input type="checkbox"/> Treasurer |

Signed: _____

Please submit this form to an Executive Committee member or one of the schools before our April meeting. We will need to have the ballot ready for the May meeting. Thank you for your participation!