

### **ARTICLE III      GENERAL MEETINGS**

#### **Section 2: ANNUAL MEETING**

The first general meeting of the new fiscal year of the Hauser PTO will be considered the annual meeting.

### **ARTICLE V      EXECUTIVE BOARD**

#### **Section 3: MEETINGS**

Both general and Executive Board meetings shall be held at the call of the President or a majority of the Executive Board. Except in cases of emergency, at least two (2) days notice of a meeting must be given to the general membership by a posting to the PTO Website and via other email marketing and social media outlets, as applicable. A majority of Executive Board members shall constitute a quorum for the transaction of business in any meeting of the Executive Board.

### **ARTICLE VI      STANDING AND SPECIAL COMMITTEES**

#### **Section 4: SPECIAL MEETINGS**

- d. The Budget Committee shall consist of the President, the Treasurer, a Vice President, the immediate past President, the immediate past Treasurer, and two (2) members appointed by the President. The Budget Committee shall meet during the summer to formulate a budget for presentation to the membership at the annual meeting. A majority of the members of the Budget Committee shall be required to conduct business.
  
- e. The Philanthropy Committee shall consist of the incoming President, the immediate past President, if still a member, the incoming Treasurer, the immediate past Treasurer, if still a member, the Vice President in charge of Fundraising, and two (2) members appointed by the President. The Vice President in charge of Fundraising shall serve as chairperson. At the beginning of the school year, The Philanthropy Committee shall solicit philanthropy recommendations from the membership and school staff. Throughout the course of the school year, the Philanthropy Committee shall meet, either in person or by email, to determine which philanthropic projects will be funded. A majority of the members shall be required to conduct business, either by email or in person. The Philanthropy Committee shall make recommendations for the expenditure of funds available according to the approved budget. The Philanthropy Committee will present its recommendations to the membership at each PTO meeting, either in person or by submitting an email to the Executive Board prior to each scheduled meeting.

## **ARTICLE VII FINANCIAL POLICIES**

An Audit Committee of at least three (3) members shall be elected by the PTO Executive Board at its final meeting of the fiscal year. The committee shall examine the financial records and report its findings to the general membership at its first general meeting of the new fiscal year. Should circumstances warrant further review of the financial records, the Executive Board, by majority vote, may authorize the engagement of an outside auditor for such purpose. Any person authorized to sign checks on behalf of the PTO is not eligible to audit the financial records.