



# **ANNUAL PTC OFFICER ELECTION**

THE ALLEN ELEMENTARY SCHOOL PARENT-TEACHER CLUB IS A NON-PROFIT CORPORATION ORGANIZED TO PROMOTE THE GROWTH OF A STRONG, ALL-INCLUSIVE, SCHOOL-WIDE COMMUNITY TO SUPPORT THE EDUCATIONAL PROGRAMS FOR ALLEN ELEMENTARY SCHOOL STUDENTS.

**ALLEN ELEMENTARY SCHOOL  
PARENT-TEACHER CLUB**

# PTC OFFICER ELECTION – MAY 2021!

We encourage all parents, guardians, and staff members to participate in the Annual PTC Officer elections. Please join us by nominating a fellow Allen School parent, guardian, or staff member. You can also volunteer by self-nominating. Those nominated by others will be contacted by the Election Committee and given the opportunity to accept or decline the nomination.

Most importantly, you can also participate by voting for your favorite candidate.

- **Nominations must be submitted before Monday May 17<sup>th</sup>, 2021.**

- To nominate someone or to receive the PTC monthly meeting ZOOM invite, email:

[AllenSchool@cvesd.org](mailto:AllenSchool@cvesd.org)

- **Don't forget to VOTE!**

- Voting Poll will be available during the weeks of May 19<sup>th</sup>- June 13<sup>th</sup>, 2021.



# ELIGIBILITY & ELECTION PROCESS

## Candidate Eligibility

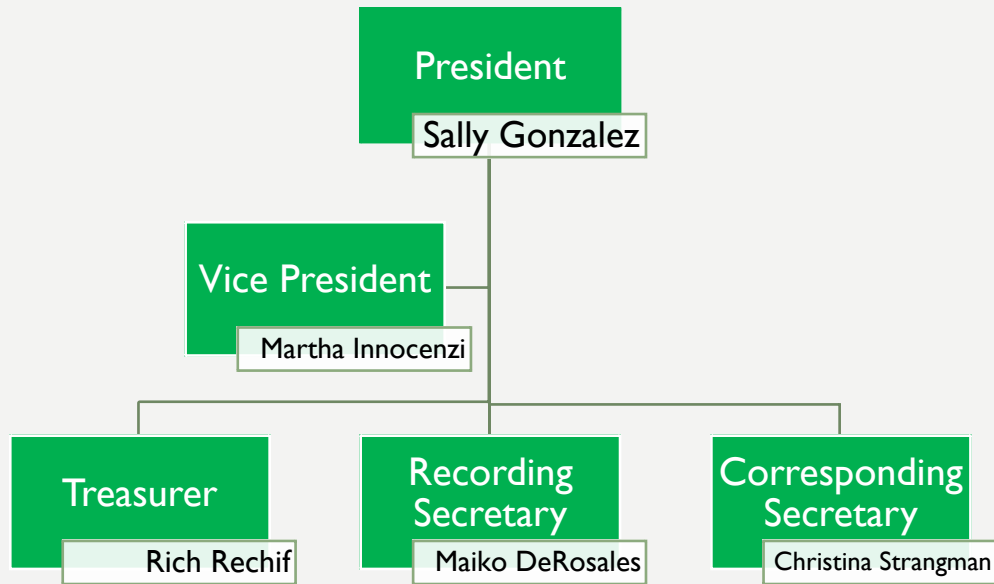
- Must be a staff member or a parent/guardian of a child in attendance at Allen Elementary School.
- Election committee members are not eligible for nomination.
- Officer positions can only be held by the staff and parents/guardians of the children in attendance at Allen Elementary School.
- Officers shall serve for a term of one year or until their successor is elected.
- No officer shall be eligible for the same office for more than two consecutive terms or hold more than one elected office.
- Officers shall assume their duties on July 1<sup>st</sup> of the election year.

## And the winner is.....

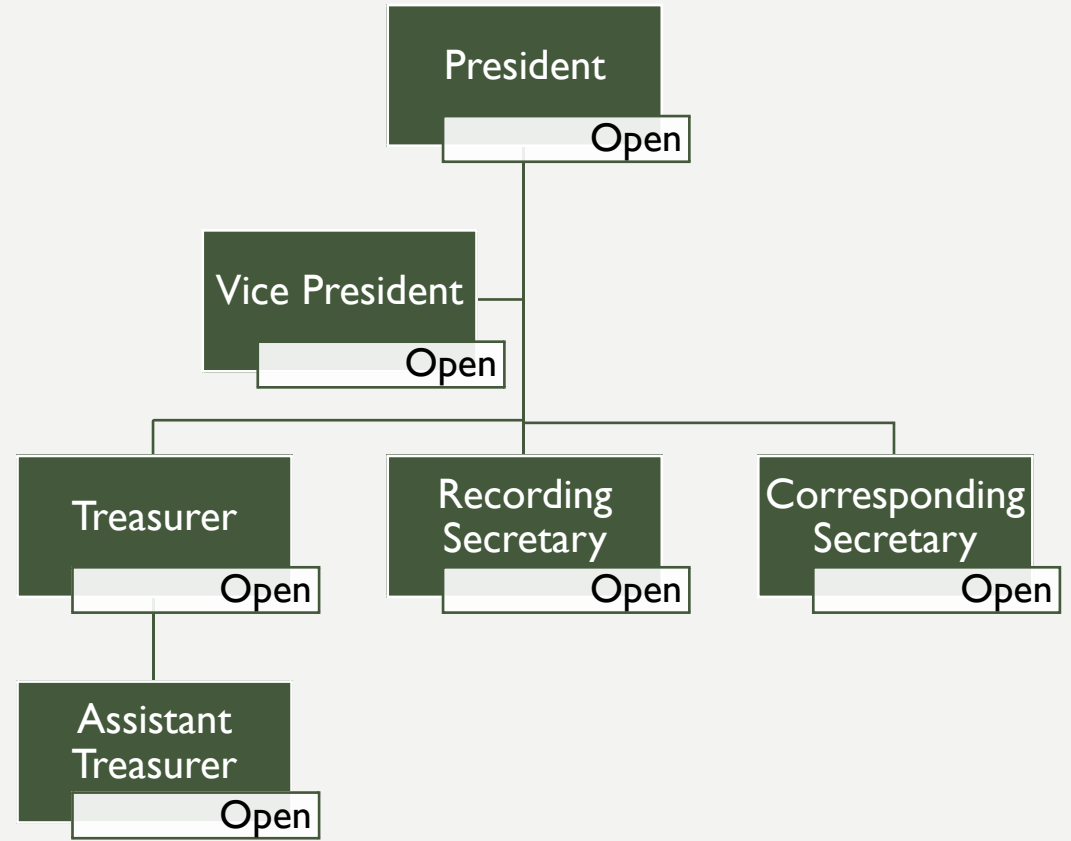
- The candidates with the most votes will be declared the winners. In the case of a tie, a run-off election will be held.
- All candidates will be informed of election results prior to notification of the general membership.
- The election results will be distributed to the general membership within one week of the election.

# PTC OFFICE POSITIONS

2020-2021



2021-2022



# OFFICER POSITIONS

## THE PRESIDENT SHALL:

- A. Coordinate the work of officers and committees of the corporation.
- B. Preside at all meetings of the corporation and the Executive Board.
- C. Be an ex-officio member of all committees except the nominating committee.
- D. Be an ex-officio member of the School Site Council.
- E. Appoint the parliamentarian, chairpersons and members of committees; subject to approval of the Executive Board.
- F. Sign contracts and documents on behalf of the corporation with Executive Board approval or appoint a representative to do so.
- G. Post in the school office the general membership meeting agenda 48 hours prior to general membership meetings.
- H. Appoint and coordinate all committee chairs and serve as a direct liaison between the committee chairs and the Executive Board.

## THE VICE PRESIDENT SHALL:

- A. Act as aide to the president and shall, in their designated order, perform the duties of the president in the absence or disability of that officer.
- B. Coordinate and plan all PTC general meeting programs.

# OFFICER POSITIONS

## THE TREASURER SHALL:

- A. Chair the Budget Committee and present the annual budget to the Executive Board for approval.
- B. Receive all funds belonging to the corporation and make deposits in the bank designated by the Executive Board.
- C. Disburse such funds under the direction of the Executive Board. Maintain records of all financial transactions and submit a detailed monthly financial report to the Executive Board and monthly summary to the general membership.
- D. Be responsible for filing annual State and Federal tax returns when due.
- E. Make a full annual report at the end of the fiscal year and prepare and provide the books and records for an annual audit.

## THE ASSISTANT TREASURER SHALL:

- A. Assist the Treasurer.
- B. Serve on the Budget Committee.
- C. Assume Treasurer position and duties for the following year.

# OFFICER POSITIONS

## THE RECORDING SECRETARY SHALL:

- A. Keep an accurate record of the proceedings of all meetings of the corporation and the Executive Board in a bound book, which is the legal record of the PTC.
- B. Be prepared to refer to minutes of previous meetings.
- C. Prepare a list of all unfinished business for the use of the president.
- D. Record the minutes of all proceedings and present to the members of the Executive Board 48 hours before the next Executive Board meeting.
- E. Record all expenditures in the minutes.
- F. Keep a current copy of the by-laws, standing rules, and policies.
- G. Provide a copy of Section 5233 of the Law to each Board Member as outlined in Article VII, Section 3.

## THE CORRESPONDING SECRETARY SHALL:

- A. Conduct all necessary correspondence of the association upon authorization of the president, Executive Board or corporation.
- B. Notify chairpersons of their appointments.
- C. Send out notices of all general membership meetings and Executive Board meetings.
- D. Prepare and distribute a PTC newsletter for distribution to the general membership at least twice a year.

# ELECTION COMMITTEE

If you have any questions or comments, please contact any of the election committee members below:

Chairperson – Jessica Shinn

Faculty Committee Members – Gloria Davies & Michelle Reza

School Principal Committee Member – John Greenwell



# ANNUAL ALLEN PTC OFFICER NOMINATION FORM

This nomination form should be used to submit the name of a candidate for one of the PTC Officer Positions for the term year of 2021-2022.

The Officer Positions are:

- President
- Vice-President
- Treasurer
- Assistant Treasurer
- Corresponding Secretary
- Recording Secretary

Please provide information in the right column for each nomination. The deadline for nominating candidates is **May 17<sup>th</sup>**!

Nominations can also be made from the floor at the May 10th PTC meeting. To nominate someone or to receive the PTC monthly meeting ZOOM invite, email:

[AllenSchool@cvesd.org](mailto:AllenSchool@cvesd.org)

Must provide ***all of*** the following:

Nominee Name: \_\_\_\_\_

Officer Position: \_\_\_\_\_

Nominee's child's name: \_\_\_\_\_

Nominee's child's grade: \_\_\_\_\_

Nominee's child's teacher: \_\_\_\_\_

or

Nominee's staff position: \_\_\_\_\_

Must provide ***one*** of the following:

Nominee's phone number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Nominee's email: \_\_\_\_\_