

ARTICLES VII DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of this local PTA/PTSA.
- b. Serve as an ex officio member of all committees except the nominating committee.
- c. Coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted.
- d. Appoint special committees, except the nominating committee.
- e. Have representatives at council, district, and state functions.
- f. Pass on to the membership at each meeting news and information from state and national bulletins.
- g. Appoint a parliamentarian who shall serve at all Executive Committee, Board of Directors, and general membership meetings. The parliamentarian shall not vote on any question except in case of a ballot vote.
- h. Be a signatory on all financial accounts of this PTA.
- i. Sign and execute all contracts, agreements, or other obligations in the name of this PTA/PTSA as authorized by the Board of Directors; and
- j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors or Executive Committee.

Section 2. The vice president(s) shall:

- a. Act as aide(s) to the president.
- b. In their designated order perform the duties of the president in the president's absence or inability to serve; and
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

Section 3. The secretary shall:

- a. Record the minutes of each general, Executive Committee and board meeting of this PTA/PTSA.
- b. Read or distribute printed copies of the minutes of the previous meeting for approval.
- c. Maintain an accurate membership list as provided by the membership chair or committee.
- d. Have a current copy of the bylaws.
- e. Have minutes from previous meetings for reference at each meeting.
- f. Determine the presence of a quorum prior to any business being conducted.
- g. Call the meeting to order in the absence of the president and vice-president(s), unless the bylaws specify otherwise, and preside until a temporary chair is elected.
- h. Immediately upon the election of new officers, send a list of their names, addresses and phone numbers to the state PTA office, district director and council president (if applicable)
- i. Register their signature at the bank as an emergency signatory.
- j. Submit the names of the voting delegates and their alternates to the council PTA prior to the first council meeting, if local PTA/PTSA is a member of a council PTA: and
- k. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

Section 4. The treasurer shall:

- a. Have custody of the funds of this local PTA/PTSA.
- b. Maintain a full account of the funds of this local PTA/PTSA.
- c. Make disbursements as authorized by the president, or Board of Directors of this local PTA/PTSA in accordance with the budget adopted by this local PTA/PTSA.
- d. Have checks or vouchers signed by two people: the treasurer and one other person. Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship.
- e. Never sign a blank check.
- f. Pay all bills by check - never by cash.
- g. Ensure deposits from fundraisers and other sources of income are made the next business day. Never deposit funds of this PTA in a personal or school account.
- h. Always issue a receipt for cash received.
- i. Maintain a full and accurate account of the receipts and disbursements in the books belonging to this PTA/PTSA.
- j. Be prepared to answer all questions promptly and to have records available at all meetings.
- k. Provide a written financial statement at each meeting of the general membership, Board of Directors and Executive Committee.
- l. Present an annual report of the financial condition of the association.
- m. Have the accounts examined annually at the end of the school year or upon the change of treasurer by an auditor or auditing committee of not fewer than three members.
- n. Not sign checks for this PTA after the books are closed for audit.
- o. Report the findings of the annual audit to this PTA/PTSA no later than the first general meeting of the new school year;

- p. Determine the gross receipts for the previous fiscal year and file the appropriate federal tax form(s) with the IRS.
q. Reconcile the bank statements monthly and have the statements reviewed, signed, and dated by a PTA member. This PTA member shall not be related to the treasurer by marriage or any other relationship: and
r. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

#ARTICLE VIII: THE PTA AUDIT

Section 1. The PTA audit is a financial review that involves following financial transactions through records to be sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with PTA/PTSA bylaws and budget limitations.

Section 2. The purpose of an audit is:

- a. To certify the accuracy of the books and records of the treasurer; and
- b. To assure the membership that PTA/PTSA resources/funds are being managed in accordance with the Georgia PTA financial policies and procedures.

Section 3. An annual audit shall take place at the end of the school year and a copy submitted to the state office by the last business day of September. An additional audit shall also be performed upon vacancy of the treasurer's position before the new officer assumes his or her duties, or upon the request of a member of this PTA/PTSA, an officer of council, district, or state.

Section 4. An auditor or auditing committee of no fewer than three (3) members shall be selected by the Board of Directors no later than two weeks prior to the end of the school year. An auditor or auditing committee member shall not be related to any signees on the checking account by marriage or any other relationship.

Section 5. The annual audit report shall be given to this PTA/PTSA no later than the first general membership meeting of the new school year.

Section 6. The annual audit report must be signed, dated and included in the minutes of the secretary.

Section 7. The outgoing officers cannot sign checks for this PTA/PTSA after the books are closed for audit.

Section 8. During the audit process it is recommended that expenditures within an adopted budget be limited to those of an emergency nature.

#ARTICLE IX: REMOVAL FROM OFFICE

Section 1. Any action regarding the process for removal from office shall not be conducted by videoconference or teleconference.

Section 2. Request for removal

- a. Any member of this local unit can request that an elected officer be removed from office. A written request for the removal of any officer must be sent to all members of this local unit Executive Committee and the Georgia PTA President and shall state the reasons for removal.
- b. Within seven (7) days of receiving the written request for removal from office, this local unit Executive Committee shall meet to determine by 2/3 vote whether or not to hold a hearing based solely upon the information presented in the written request.
- c. This local unit Executive Committee shall communicate its decision in writing within three (3) days to the member who submitted the request, to this local unit Board of Directors and to the Georgia PTA President. A copy of the original request for removal shall be attached to the board copy.

Section 3. Hearing

- a. Prior to a vote for removal from office, the elected officer is entitled to a hearing before this local unit Board of Directors.
- b. A hearing for the removal of an officer shall be held within thirty (30) days of the decision to hold a hearing.
- c. The elected officer must be notified by registered mail at least twenty-one (21) days prior to the hearing. If the elected official fails to appear, that individual's rights for a hearing are forfeited.
- d. The President of the Georgia PTA shall appoint a representative of the Georgia PTA Board of Directors to conduct the hearing.
- e. Based upon information presented at the hearing, the board may, by 2/3 vote, recommend removal from office.

Section 4. Action

After the hearing of this local unit Board of Directors, any recommendation for removal from office must be submitted to the membership for action at the next general meeting. An officer may be removed by 2/3 vote of the membership present and voting, a quorum having been established.

ARTICLE X: BOARD OF DIRECTORS

Section 1. The affairs of this PTA/PTSA shall be managed by the Board of Directors in the intervals between local unit PTA/PTSA general membership meetings.

#Section 2. Each board member shall be a member of this local PTA/PTSA

Section 3. The members of the board shall be: