

ARTICLE VIII – DUTIES OF OFFICERS Section 1. The president shall:

a. Have general charge and supervision of the business and affairs of the association and perform the duties usually incident to the office of president of a not-for-profit association, chartered by the New York State PTA and organized under the laws of New York State.

b. Sign and execute all contracts, agreements or other obligations in the name of the association.

c. When present, preside at all meetings of the association, the executive board, and the executive committee.

d. Be a member ex officio of all committees except of the nominating committee or the audit committee. The president may not be an ex officio, elected or appointed member of these two committees.

e. In cooperation with the executive committee, appoint the committee chairmen including all special committee chairmen, except those for which other provision is made, and fill vacancies in chairmen of all committees, except those for which other provision is made. In cooperation with the president, appoint the council delegate(s) and alternate(s).

f. Coordinate the work of the officers and committees of the association in order that the Purposes may be promoted.

g. Keep a current copy of the association's state approved bylaws.

h. The co-presidents shall determine the specific duties of each with the approval of the executive committee.

Section 2. The vice president(s) shall:

a. Act as aide(s) to the president.

b. Perform the duties of the president in the absence or inability of that officer to act. In order to perform the duties of the president, a person must be at least 18 years of age.

c. Vice presidents shall be elected by job title (VP of Legislation, VP of Programs, etc).

Section 3. The recording secretary shall:

a. Record and maintain a permanent file of the minutes of all meetings of the association, executive board and the executive committee.

b. Send the names and addresses of the elected officers to the region director immediately following their election.

c. Maintain a permanent file of the committee reports, membership lists and records pertaining to the work of the association.

d. Keep a current copy of the association's state-approved bylaws.

Section 4. The corresponding secretary shall:

a. Conduct the correspondence of the association under the direction of the president. b. Maintain a file of all correspondence pertaining to the work of the unit.

c. Send notices of meetings as required.

Section 5. The treasurer shall:

a. Have custody of all of the funds of the association.

b. Keep a full and accurate account of receipts and expenditures.

c. Make disbursements as authorized by the president, executive board or association in accordance with the budget adopted by the association.

d. Issue written receipts for donations of seventy-five dollars (\$75) or more, indicating the portion of the donation exceeding the value of the goods or services received that is deductible.

e. Serve as chair of the budget committee to prepare a budget for submission to the executive board for review and to the association for adoption.

f. Present a financial statement at every meeting of the association and at other times when requested by the executive board.

g. Present a complete annual report at the annual meeting of the association.

h. Be responsible for the maintenance of such books of accounts and records as conform to the requirements of Article V, Section 6.

i. Keep the records of the National PTA and the New York State PTA portions of the dues separate from the portion of the association, in accordance with Article V, Section 6.

j. Pay the National PTA and the New York State PTA portions of the dues to the New York State PTA in accordance with Article VI, Section 6.

k. Pay to New York State PTA the fee for the liability insurance and fidelity bond provided the association through the New York State PTA.

l. Submit all financial records in accordance with Article XII, Section 8 to the audit committee or a professional auditor at least two weeks prior to date audit report is due.

m. Have the accounts examined annually, or upon change of treasurer, by an audit committee or a professional auditor who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

n. File all forms required by the Internal Revenue Service and New York State agencies.

o. Pay the annual PTA council dues to the 05-005 Half Hollow Hills Council Council of Parent Teacher Associations.

