

Burroughs Community School Parent Teacher Association

BYLAWS

Adopted February 13, 2011 Amended May 1, 2012

ARTICLE VII - OFFICERS AND THEIR ELECTION

** Section 1. Each officer and board member shall be a member of this PTA.

Section 2. The officers of this organization shall consist of a president, vice-president [or, if more than one, the number, rank and titles of vice-presidents], a secretary [or, if more than one, the titles of each], and a treasurer [or, if more than one, the titles of each], and a Chairperson of Standing Committees [or, if more than one, the titles of each].

Section 3. Officers shall be elected by ballot in the month of May at the last PTA meeting of the school year. If there is but one nominee for any office, election for that office may be by voice vote.

Section 4. Officers shall assume their official duties on July 1 following the election and shall serve for a term of two years, with the exception of the Vice President who serves one year in that office and the following as President.

Section 5. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 6. Nominating Committee:

1. There shall be a nominating committee composed of [an uneven number, no less than 3] members who shall be elected by the PTA membership at a regular meeting at least one month prior to the election of officers. The committee shall elect its own chairperson.
2. The nominating committee shall nominate an eligible person for each office to be filled and report its nominations at the regular meeting in May last regular meeting of the school year, at which time additional nominations may be made from the floor.
3. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to office.

Section 7. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve notice of the election.

ARTICLE VIII - DUTIES OF OFFICERS

Section 1. The president shall:

- a. Preside at all meetings of the association;
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the association;
- c. Be an ex officio member of all committees except the nominating committee;
- d. Coordinate the work of the officers and committees of the association in order that the Purposes may be promoted.

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 absence or inability of that officer to serve;
- c. Perform such other duties as may be assigned by the association.
- d. ~~Serve as the volunteer coordinator...~~

Section 3. The secretary shall:

- a. Record the minutes of all meetings of the association;
- b. Have a current copy of the bylaws;
- c. Maintain an up-to-date membership list;
- d. Perform other duties as assigned.

Section 4. The treasurer shall:

- a. Have custody of all the funds of the association;
- b. Keep a full and accurate account of receipts and expenditures; the treasurer can outsource record keeping to an external accounting firm as approved within the budget;
- c. Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- d. Have checks or vouchers signed by two authorized persons (the treasurer and one other);
- e. Present a financial statement at every meeting of the association and at other times when requested by the executive board;
- f. Make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- g. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 4 of these Bylaws and State Bylaws, Article VI, Section 5;

- h. Have the accounts examined annually or upon change of officers by an external auditor or an auditing committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- i. Submit the books annually for an audit by an external auditor or auditing committee selected by the executive board at least two weeks before the meeting at which new officers assume duties, and;
- j. Ensure that the appropriate tax and reporting forms are filed according to state and federal deadlines; the treasurer can outsource these filings to an external accounting firm as approved within the budget.

Section 5. The Chairperson of Standing Committees Shall:

- a. Oversee and provide informational and logistical support to the volunteers who administer PTA sponsored programs, including, without limitation, fundraising, student enrichment and hospitality programs;
- b. Use best efforts to recruit volunteers, as needed, and;
- c. Communicate information from the Board to the volunteer committee chairs, as appropriate.

ARTICLE IX - EXECUTIVE BOARD

Section 1.

- a. The executive board shall consist of the officers of the association, the chairpersons of standing committees, and the principal of the school or a representative appointed by the principal. The chairpersons of the standing committees shall be selected by the officers of the association.
- b. The president may appoint a parliamentarian, subject to the approval of the officers of the association. If the parliamentarian is a member of the association, the parliamentarian shall retain all rights of membership including the right to vote.

Section 2. The duties of the executive board shall be:

- a. To transact necessary business in the intervals between association meetings and other such business as may be referred to it by the association;
- b. To create standing and special committees;
- c. To approve the plans of work of the standing committees;
- d. To present at the regular meetings of the association a report of business undertaken by the executive committee;
- e. To select an auditor or an auditing committee to audit the treasurer's account;
- f. To prepare and submit to the association for adoption a budget for the year;
- g. To approve routine bills within the limits of the budget;
- h. To take action on written special budget requests under \$200.

