

Universal PTA bylaws  
ARTICLE VIII - DUTIES OF OFFICERS

**Section 1.** The president shall:

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

**Section 2.** 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; and
- d. Perform other duties as assigned.

**Section 3.** The treasurer shall:

- a. Have custody of all 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. 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 5 of these bylaws and State Bylaws, Article VII, Section 5;
- h. Have the accounts examined annually or upon change of officers by an 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; and
- i. Submit the books annually for an audit by an auditing committee selected by the executive board before the meeting at which new officers assume duties.

## ADDITIONAL DUTIES of OFFICERS of the NSCS PTA

The vice president shall:

- a. Preside at all meetings of the association in the absence of the president;
- b. Perform such other duties as may be prescribed in these bylaws, standing rules or assigned by the association.

The fundraiser/event coordinator shall:

- a. Chair each event/fundraiser task force;
- b. Coordinate donations for meals for teachers;
- c. Perform other duties as assigned.