



Acworth Elementary School PTA Nomination Time

It is time for our Nominating Committee to accept nominations in order to select the Executive Committee for the upcoming 2019-2020 school year. The nominating committee's responsibilities include selecting and presenting the slate of officers at the April General Session 3 election meeting.

The Executive Committee positions are as follows (See other side for job descriptions.):

President or Co-Presidents

Vice President or Co-Vice President

Secretary

Treasurer

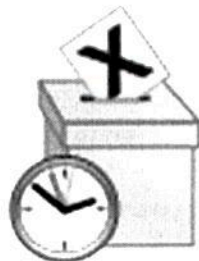
If you would like to submit a nomination for consideration, please do so by March 29th. All nominees must be current PTSA members. In order to nominate yourself or another individual, please send an email to april.m.morrell@gmail.com and include the following:

Name

Nominated Board Position

Phone number & Email

If you have any questions on the nomination process, or would like a listing of duties for the available positions, please feel free to send inquiries to April Morrell at april.m.morrell@gmail.com.



ARTICLE 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.