

term by the president-elect, who shall then cease to be president-elect. A vacancy occurring in the office of president-elect shall be filled by a vote of the general membership at a special election meeting called by the president, all members having been notified. A vacancy occurring in any other office shall be filled for the remainder of the unexpired term by a person elected by a majority vote of the remaining members of the executive committee, all members of the committee having been notified.

## ARTICLE VII: Duties of Officers

### Section 1. The president shall:

- a. Preside at all meetings of this PTA/PTSA, the Board of Directors, and the executive committee;
- b. Be a member ex officio of all commissions and other committees but shall not serve on the nominating committee;
- c. Appoint a parliamentary adviser, as appropriate, subject to the approval of the executive committee;
- d. Appoint the chairmen of special committees;
- e. Orient the nominating committee to its duties and procedures at its first meeting;
- f. Coordinate the work of the officers, commissions, and committees of this PTA/PTSA in order that the Purposes may be promoted;
- g. Attend all council meetings or send another officer as the representative of this PTA/PTSA and attend region meetings as invited; and
- h. Perform such other duties as may be prescribed in these bylaws or assigned to him by this PTA/PTSA or by the executive committee.

### Section 2. The president-elect shall:

- a. Work under and in cooperation with the president and fulfill such other duties as assigned by the Board of Directors or the president;
- b. As appropriate, as president-in-training, attend meetings with the president, including council meetings;
- c. In the absence of the president or his inability to act, perform the duties and exercise the powers of the president;
- d. If a council delegate is prescribed, serve as a delegate to the council voting body; and
- e. Automatically succeed to the office of president at the end of his term.

### Section 3. The vice presidents shall:

- a. Act as aides to the president;
- b. In their designated order as determined by the executive committee at its first meeting, perform the duties and exercise the powers of the president

in his and the president-elect's absence or inability to act; and

- c. Perform such other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the executive committee.

### Section 4. The secretary shall:

- a. Record the minutes of all meetings of this PTA/PTSA, the Board of Directors, and the executive committee, including the motions and actions taken;
- b. Have and bring to all meetings a current copy of these bylaws;
- c. Maintain an accurate and current membership roster;
- d. Conduct correspondence; and
- e. Perform such other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the executive committee.

### Section 5. The treasurer shall:

- a. Have custody of and be responsible for all funds of this PTA/PTSA, counting all money with three (3) people present and depositing all money in the bank the same day received;
- b. Collect and keep a full and accurate account of receipts and expenditures of all moneys of this PTA/PTSA;
- c. Develop, with the executive committee, an annual budget to be distributed to and approved by the membership of this PTA/PTSA at the first general membership meeting (prior to October 1) of the school year;
- d. Make disbursements as authorized by the president, executive committee, or this PTA/PTSA, in accordance with the budget adopted by this PTA/PTSA;
- e. Co-sign all checks with the president, president-elect, or secretary (No two officers who are related by blood or by marriage or reside in the same household may be signers on the checking account.);
- f. Make a monthly remittance of membership dues to the Utah PTA;
- g. Present a financial statement at every meeting of the executive committee, Board, and general membership of this PTA/PTSA and at other times when requested by the executive committee;
- h. Make a financial report at the annual meeting<sup>6</sup> in March [month(s)] and submit a full written financial report to the incoming executive committee no later than June 30;
- i. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 9, of these