

DUTIES OF PA OFFICERS, MEMBERS-AT-LARGE, & SLT DELEGATES

President / Co-Presidents...

- will be the chief executive officer of the PA and will have the general powers and duties of supervision and management, including authorization to expend PA money within limits set by the Executive Board. The President will have the authority to negotiate and execute agreements on behalf of the PA, when so authorized by the General Membership.
- will preside over all meetings of the PA (except for the portion of the May General Meeting that pertains to the election of new officers). The President is a member, ex officio, of all committees, except the Nominating Committee.
- shall consult with the Principal, as needed, on behalf of the Executive Board and the General Membership.
- will appoint all Committee Chairs after discussion with the Executive Board and with approval of the General Membership
- with the approval of the Executive Board, will designate a Member or Members to update the PA Handbook each year and to post an up-to-date copy of the Handbook on the PA website
- is a Delegate to the School Leadership Team. If the President or both Co-Presidents are unable to serve as Delegate to the School Leadership Team, another elected Executive Board member may be selected by the President as a replacement Delegate, subject to approval of the General Membership.
- will be one of the two required signatories on checks. In the absence of the President, this responsibility will be delegated to the First Vice-President, and in the absence of the First Vice-President, to the Second Vice-President.
- In the event there are Co-Presidents, they will equally share the authority and responsibility of the office of President. Each will have one vote on the Executive Board. In the event that Co- Presidents are unable to act in unison to carry out their responsibilities, the issue will be decided by the Executive Board.
- may ask any elected officer of the Executive Board to attend meetings or school functions as his/her representative. The President or his/her designee, who must be a member of the PA, shall represent the PA on the Manhattan Borough Presidents' Council, and other similar associations.
- shall endeavor to ensure that the executive board and the general membership are informed of PA business in a timely manner and shall seek advice and counsel from the board and the membership regarding PA business.

The First Vice-President...

- will assist the President in conducting the business of the PA.
- will assume the duties of the President in the temporary absence of the President, or both Co-Presidents.
- in the absence of the President, shall be one of the two signatories on checks.
- may be asked by the President to attend meetings or school functions to represent the PA.

The Second Vice-President...

- will assist the President and First Vice-President in conducting the business of the PA.
- will assume the duties of the President in the temporary absence of the President and First Vice-President
- may be asked by the President to attend meetings or school functions to represent the PA.
- in the absence of the President and First Vice-President, shall be one of the two signatories on checks.
- will serve as Parliamentarian, and must be familiar with Robert's Rules of Order, Newly Revised and these Bylaws. He/she will be the final authority at all meetings when issues of procedure arise. In the absence of the Second Vice-President from a meeting, the President will appoint a parliamentarian pro-tem for that meeting.
- will assist the President in conducting all elections, except the May election of new officers, which is conducted by the Nominating Committee.

The Recording Secretary...

- will keep an accurate and permanent record of all meetings of the PA General Membership and the Executive Board (even though Executive Board minutes are not required by the Chancellor's Regulations). This will include notices, agendas, sign-in sheets and materials distributed. In the absence of the Recording Secretary, the President will appoint a secretary pro-tem for that meeting.
- will prepare minutes of each PA meeting in time for review and adoption at the following meeting. Adopted minutes will be maintained in the offices of the PA and will be available to members upon request and will be posted on the PA website.
- shall sign and incorporate all amendments into the Bylaws and ensure that a copy of each is on file in the Principal's office. The Recording Secretary will ensure that the current Bylaws and all amendments are posted on the PA website.
- shall perform any duties of a Corporate Secretary that are not otherwise assigned in these Bylaws.

The Corresponding Secretary...

- is responsible for general correspondence of the PA.
- is the primary contact person for email received by the PA, through its web site or otherwise.
- will notify Executive Board Members of Executive Board meetings.
- is responsible for publishing the dates of all General Meetings, Special Meetings and Executive Board Meetings in the PA Bulletin and on the PA web site. Dates of Executive Board Meetings will be published in the October Bulletin.
- is responsible for issuing all notices required by these Bylaws to the Membership.
- is responsible for the PA calendar that is published on the PA website.
- is responsible for maintaining the PA List Serve message service on the Internet.

The Treasurer...

- is responsible for all financial affairs and funds of the PA and will keep full and accurate account of receipts and disbursement in books belonging to the PA. The Treasurer will deposit all money and other valuables in the name and to the credit of the PA in such depositories as may be designated by the Executive Board.
- will adhere to and implement all financial procedures established by the PA. The Treasurer will disburse the funds of the PA as authorized by the Annual Budget adopted by the Membership, taking proper vouchers for such disbursements. All such disbursements, whether made by check, draft, or other orders for the payment of money, will be signed by two signatories, one of which will be the Treasurer, or in his/her absence, the Assistant Treasurer.

- may serve as chairman or as a member of the Appropriations Committee or any Budget Committee. If the Treasurer cannot serve on the committee, the Assistant Treasurer will serve in his/her place. The Treasurer will serve as an ex-officio member, if not an official member of the committee.
- will provide an account of all transactions and of the financial condition of the PA at Regular Meetings of the Executive Board and at General Meetings of the Membership, or upon
- request of the President or Executive Board.
- will prepare an Interim Financial Report on the financial status of the PA no later than January 31 of each school year, including income, surplus, expenditures and any unpaid or outstanding financial obligations of the PA. This Interim Financial Report must be filed with the Principal at his/her office no later than January 31, and must also be disseminated to the General Membership in a timely fashion or at a General Meeting.
- will also prepare a projected or estimated Annual Financial Accounting for the entire school year and present it in the same manner as the Interim Financial Report, no later than the May General Meeting.
- must present the Audited Financial Report to the General Membership within one month of its completion, but no later than the January General Meeting of the immediately following fiscal year. The Treasurer will serve as principal contact with the independent CPA/auditor for a recommended annual internal audit, and will be responsible for submitting all reports required by applicable governmental rules and regulations.
- While any parent is qualified to run for, and be elected, Treasurer, it is recommended that candidates for Treasurer have prior experience serving as Assistant Treasurer or be qualified, by education or experience, to perform accounting and financial reporting duties.

The Assistant Treasurer...

- works with and under the supervision of the Treasurer.
- may serve as chairman or as a member of the Appropriations 7 Committee. The Assistant Treasurer will serve as an ex-officio member, if not an official member of the committee.
- If the Treasurer is temporarily unavailable to perform his/her duties, the Assistant Treasurer will fill his/her position on an interim basis. If the Treasurer is removed from office or can no longer perform his/her duties, the Assistant Treasurer will become Treasurer, serving out the remainder of the unexpired term of the Treasurer. The Executive Board will nominate a new Assistant Treasurer to fill the vacancy for the remainder of the unexpired term, subject to ratification by the General Membership.
- in the absence of the Treasurer, shall be one of the two signatories on checks.

Members-At-Large...

- represent their respective class constituencies in the PA.
- are to be actively involved in at least one PA committee of their choosing.
- may be called upon to assist in the performance of such necessary PA work as may be identified by the President(s).

School Leadership Team (SLT) Delegates...

- represent the PA on the School Leadership Team.
- has a responsibility to solicit issues and ideas from the executive board and the general membership, to attend SLT meetings, to represent to the SLT, as appropriate, issues and ideas raised by the board /membership, and to report back to the board /membership on the activities and progress of the SLT
- Each class will have one Alternate, appointed to to act as observers-only unless standing in for an absent member. Alternates are encouraged to attend all SLT meetings, but they do not have a vote unless serving as a designee for an absent member. Alternates may serve on SLT sub-committees.