

DUTIES OF OFFICERS

from the CUCINELLA PARENT-TEACHER ORGANIZATION BYLAWS

Section 1. The President or Co-Presidents shall preside at all meetings of the PTO and the executive committee; shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the PTO or by the executive committee; and shall coordinate the work of the officers and committees of the PTO in order that the purposes may be promoted. The President or Co-Presidents or their designee shall be authorized to represent the PTO before public entities.

Section 2. The Director of Fundraising or Co-Directors of Fundraising shall act as aide(s) to the President or Co-Presidents and shall in their designated order perform the duties of the President or Co-Presidents in the President or Co-Presidents absence or inability to serve.

Section 3. The Secretary or Co-Secretaries shall record the minutes of all meetings of the "Cucinella" PTO and the executive committee, have a copy of the approved bylaws at all meetings, and shall perform such other duties as may be delegated to her/him.

Section 4. The Director of Communications or Co-Directors of Communications shall conduct the general correspondence of the organization as directed by the President or Co-Presidents, executive committee or the PTO. The Director of Communications or Co-Directors of Communications shall be responsible for, but not limited to, correspondence, including fliers, newsletters, internet websites, etc.

Section 5. The Director of Membership or Co-Directors of Membership shall be responsible for soliciting membership, collecting dues, collecting and maintaining membership information and coordinating volunteer activities. The membership list shall be made available at all meetings.

Section 6. The Director of Programs or Co-Directors of Programs shall be responsible for all programs, such as but not limited to, assemblies, family, community and other school-related programs.

Section 7. The Director of Fundraising or Co-Directors of Fundraising shall be responsible for overseeing all matters related to money solicitation, including but not limited to analyzing and recommending any fundraising activities to the PTO.

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Section 8.

1. The Treasurer shall have custody of all funds of the PTO; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the PTO.
2. The Treasurer shall be responsible for the maintenance of such books of accounts and records.
3. The Treasurer shall make disbursements as authorized by the President or Co-Presidents, executive committee, or the PTO in accordance with the budget adopted by the PTO. Changes to the fiscal year budget must be approved by a majority vote of the membership.
4. Checks shall be signed by any two (2) of the following persons: The President or Co-Presidents, Director(s) of Fundraising, the Treasurer or Assistant Treasurer. the President or Co-Presidents can only represent one signature per check. Treasurer and Assistant Treasurer can only represent one signature.
5. The Treasurer shall present a financial statement of accounts at every meeting of the organization and at other times when requested by the executive committee, and shall make a full report at the annual meeting.
6. The Treasurer's accounts shall be examined annually or upon change of officer, by an auditor (CPA), and/or an audit committee who is satisfied that the treasurer's annual report is correct, shall sign a statement to the facts at the end of the report.

Section 9. The Assistant Treasurer shall be responsible for assisting the Treasurer with all duties as outlined in Section 8 above. The Assistant Treasurer shall act as aide to the Treasurer and shall in his/her designated order perform the duties of the Treasurer's absence or inability to serve.

Section 10. All officers shall deliver to their successors all official material not later than fourteen (14) days following the close of the meeting in May or in case of resignation.

Section 11. Officers shall be eligible for another office before their term is completed, but upon election must immediately resign their office.

Section 12. All executive board positions that assume co-positions shall constitute one total vote during Executive Board Meetings. All Executive Board Members shall represent his/her self during all general meetings with individual representative votes.