

Current Bylaw text

Proposed revision

<p>*** <i>Modify existing board position descriptions.</i></p> <p><u>Section 5.4.1 President:</u> The President shall keep the Board of Officers fully informed about the activities of the HCESPTA. The President shall perform all the duties incidental to this position or prescribed for this position by these by-laws or by the Board of Officers. The President shall sign such classes of documents and co-sign such classes of checks or other instruments as the Board shall specifically authorize. The President shall be an ex-officio member of all committees except the Nominating Committee.</p>	<p><u>Section 5.4.1 President:</u> The President shall supervise and coordinate all the activities of the PTA and its Board members. Represent the PTA in internal and external functions and in communications with HCHS and HCCS. Schedule Executive Board meetings (at least 5 per year) and develop and send out agenda. Preside at monthly Board and PTA general meetings. Meet regularly as needed with the HCES principal to address mutual issues of concern. Review and approve official communications, mailings, website content and newsletters. Work with the Executive Board to create an annual budget and monitor expenditures against that budget. Liaise with the HCES and HCCS Administration on matters concerning the parent body so as to ensure effective communication. Oversee staffing to identify and recruit parent volunteers for PTA events and activities. The President shall be an ex-officio member of all committees except the Nominating committee.</p>
<p><u>Section 5.4.2 Vice-President:</u> The Vice-President shall perform such duties incidental to this position or prescribed for this position by these by-laws or by the Board of Officers. The Vice-President shall be responsible for overseeing the maintenance and content and updating of the HCESPTA website, shall be responsible for Board contributions and updates to the School Newsletter ("Hawk Tales"), and shall serve as the primary communications liaison between the Board and the Membership in those forums. The Vice-President shall succeed to the Office of President in the absence, incapacity, resignation or removal of the President, holding that office until either the President returns to duty or for the remainder of the President's term.</p>	<p><u>Section 5.4.2 Vice-President:</u> The Vice-President works closely with President and Secretary to ensure timely and effective communication from the PTA and its representatives to parents. Oversees communications between the PTA Board and the membership. Works closely and collaboratively with the President to supervise and coordinate PTA activities, functions as liaison to PTA committees and chairs and reports back to the Board. Oversees scheduling and maintenance of bulletin boards. Work with President to identify and recruit parent volunteers for PTA events and activities. Substitutes for the President, as needed. The Vice-President shall succeed to the Office of President in the absence, incapacity, resignation or removal of the President, holding that office until either the President returns to duty or for the remainder of the President's term.</p>

Section 5.4.3 Treasurer: The Treasurer shall be responsible for maintaining the financial records of the HCESPTA and shall have custody of all the funds of the HCESPTA. The Treasurer shall be responsible for opening and/or maintaining such bank account(s) and serve as custodians for investment in such bank(s) or financial institutions as the Board shall authorize. Funds held by the HCESPTA shall be invested in accordance with the Investment Policy included herein. The Board shall authorize three Board Members to be signatories for checks, one of whom shall be the Treasurer, and each check shall be co-signed by at least two signatories. The Treasurer shall endorse, collect and deposit checks and monies of the HCESPTA. During the fiscal year, it shall be the responsibility of the Treasurer, together with the Board, to approve and monitor expenditures in compliance with the annual budget of the HCESPTA and the Treasurer shall report regularly to the Membership the status of the actual receipts and expenditures in comparison with the approved budget. The Treasurer shall make every reasonable effort to ensure that all requisitions and disbursements from HCESPTA accounts are supported by appropriate documentation. The Treasurer shall prepare, or cause to be prepared, and submit, an annual audit, tax return and such other documentation required for the HCESPTA to maintain its non-profit status. Before the end of the school year, the Treasurer shall prepare a draft budget for the forthcoming fiscal year. Once approved by the Board, the approved budget shall be distributed to the Membership at the final PTA meeting of the school year (at the latest). Additionally, changes to the approved budget may be made during the fiscal year, subject to the approval of a majority of the Board and such changes shall be communicated to the Membership at the next PTA meeting (at the latest).

Section 5.4.3 Treasurer: The Treasurer shall be responsible for maintaining the financial records of the HCESPTA and shall have custody of all the funds of the HCESPTA. Monitors and reviews all PTA expenditures and works closely with HCES accounting office to review bills paid on the PTA's behalf by that office. Has primary responsibility for paying and tracking all PTA direct expenses as authorized against approved budget. The Treasurer shall make every reasonable effort to ensure that all requisitions and disbursements from HCESPTA accounts are supported by appropriate documentation. Prepares and delivers regular financial reports to PTA Board and quarterly reporting at the general PTA meetings. Monitors incoming contributions and provides tax exempt receipts, where necessary. Prepares and delivers report on contributions to classroom supplies, annual fund and matching donation status. Maintains PTA checking, bank and investment accounts in accordance with PTA Investment Policy. Discharges all governmental reports including tax returns. Ensures prompt completion of annual audit and reports back to board. Maintains Board insurance coverage. Before the end of the school year, the Treasurer shall prepare a draft budget for the forthcoming fiscal year. Once approved by the Board, the approved budget shall be distributed to the Membership at the final PTA meeting of the school year (at the latest). Additionally, changes to the approved budget may be made during the fiscal year, subject to the approval of a majority of the Board and such changes shall be communicated to the Membership at the next PTA meeting (at the latest).

Section 5.4.5 The Secretary: The Secretary shall be responsible for giving all notices, agenda and materials as required herein to the Membership, shall record and maintain the minutes of all General Membership and Special Membership meetings and shall keep such other records as the Board shall require. The Secretary shall cause minutes of General or Special Meetings to be distributed to Members via e-mail or other electronic distribution no later than two weeks after each such meeting, and shall record, maintain and make available minutes of Board meetings as set forth in Section 4.3.

Section 5.4.5 Secretary: The Secretary shall be responsible for giving all notices, agenda and materials as required to the Board and Membership, shall record and maintain the minutes of all General Membership and Special Membership meetings and shall keep such other records as the Board shall require. The Secretary prepares PTA communications and manages the PTA newsletter, connecting with committee chairs and administration and coordinating with other volunteers to publish regularly. Has primary responsibility for PTA

	<p>correspondence, including responding to emails from parents (via info@hcespta.org). Takes minutes of PTA Executive Board meetings and for general PTA meetings, and coordinates with ICT manager for posting to the PTA website. Ensures online family directory information is updated. Maintains Board and PTA Calendars on google platform and activity and event dates on PTA website.</p>
<p>*** <i>Add ICT Director position.</i></p>	<p><u>Section 5.4.6 Information, Communications and Technology (ICT) Director</u> The ICT Director serves as advisor to the PTA regarding use of technology and overall communication strategy. This includes responsibility for the maintenance and ongoing improvement of the PTA website, newsletter, email, secured Google Share drive and social media. Also helps review or build out technology to support broader fundraising, communications and events.</p>
<p>*** <i>Modify Article 10, Class Representatives.</i></p> <p>Section 10.1 <u>Election and Duties</u>: At the beginning of each school year one Member is to be elected by the Members in each class as a class representative to the HCESPTA for that school year. One additional Member is to be elected as an alternate or co-representative. The duties of the class representative shall be to: (!) attend Class Representative meetings; (2) facilitate the collection of dues or fees, if any, from parents in the class; (3) contact class parents as requested by the Board; (4) act as a liaison between class parents, the class teacher, the Board and the administration; (5) compile a class list with the children's names, parent(s)' names, addresses, phone numbers and e-mails; (6) oversee functions assigned to their class by the HCESPTA.</p>	<p><u>Section 10.1 Selection and Duties</u>: At the beginning of each school year, up to 2 Members are to be nominated or self-nominated by the Members in each class as a class representative to the HCESPTA for that school year. One additional Member is to be identified as an alternate. The duties of the class representative shall be to: (1) attend Class Representative meetings; (2) facilitate the collection of fees, if any, from parents in the class; (3) contact class parents as requested by the Board; (4) act as a liaison between class parents, the class teacher, the Board and the administration; (5) oversee functions assigned to their class by the HCESPTA.</p>