

**Kuumba Academy Charter School PTA**  
**Duties of Officers/Committee Chairs**  
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The president shall:

- a. Preside at all meeting of this local PTA;
- 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 in order that the Objects may be promoted; and
- d. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors.

The vice president shall:

- a. Act as aide 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 or the board of directors.

The secretary shall:

- a. Record the minutes of all meetings of the Kuumba Academy Charter School PTA;
- b. Be prepared to read the records of nay previous meetings;
- c. File all records;
- d. Have a current copy of the bylaws;
- e. Maintain a membership list; and
- f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the board of directors.

The treasurer shall:

- a. Have custody of the funds of this local PTA;
- b. Maintain a full account of the funds of this local PTA;
- c. Make disbursement as authorized by the president, the board of directors, or this local PTA in accordance with the budget adopted by this local PTA;
- d. Have checks or vouchers signed by two people: the treasurer and president or the vice president;
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Kuumba Academy Charter School PTA;
- f. Provide a written financial statement to the board of directors at each meeting;
- g. Present an annual report of the financial condition of the organization;
- h. Submit the books annually for an audit by an auditing committee selected by the board of directors at least one month before the meeting at which new offices assume duties;
- i. Report the findings of the annual audit to 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 president or the board of directors.

Committee chairs shall:

- a. The chair of each committee shall present a plan of work to the board of directors for approval. No committee work shall be undertaken without the consent of the board of directors. The only exception to this rule is if the committee's function and actions are in direct relation to the success and progress of the school, and has the approval of the School Board of Directors (higher committee).

Parliamentary Authority:

- a. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Kuumba Academy Charter School PTA and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the Delaware PTA bylaws, or the articles of incorporation.