

**Date Approved By PBES PTA Board: March 2, 2018**

**Date Approved By PBES PTA General Membership: \_\_\_\_\_**

**1. Article VI – Officers and Their Elections**

**Article VI, Section 2a Addendum**

- a. There may be up to three secretaries in this local PTA/PTSA. The three secretaries are:
- i. Recording Secretary
  - ii. Corresponding Secretary
  - iii. Financial Secretary

**2. Article VII – Duties of Officers**

**Article VII, Section 3 Addendum:**

- a. The Recording Secretary shall
- i. Be prepared to read the minutes of the previous meeting;
  - ii. File all records;
  - iii. Have a current copy of the bylaws;
  - iv. Maintain a current membership list;
  - v. Perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the Board of Directors
- b. The Corresponding Secretary shall
- i. Manage all of the correspondence of this local PTA/PTSA;
  - ii. Keep a record of correspondence received and sent to this local PTA/PTSA, to include all formal correspondence required to pursue its stated and ongoing business;
  - iii. Maintain communications with those outside of this local PTA/PTSA; including business partners, financial institutions, creditors and officers of other entities;
  - iv. Present the public voice of this local PTA/PTSA, and receive correspondence and materials on its behalf;
  - v. Aid in managerial duties, as needed;
  - vi. Perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the Board of Directors
- c. The Financial Secretary shall
- i. Give a receipt for all monies received for this local PTA/PTSA;
  - ii. Give copies of deposit slips to the Treasurer;
  - iii. Keep an accurate record of all receipts and payment authorizations for the Treasurer's financial records;
  - iv. Assist the Treasurer in preparing all payment authorizations as approved by the executive board or the association (if required by the bylaws);
  - v. Prepare and present a [Financial Secretary's Report](#) at general membership meetings and executive board meetings, and at other times when requested by this local PTA/PTSA. The report must include an accurate record of all receipts, deposits and authorizations for payment;

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- vi. Attend training by a Council, Maryland PTA or National PTA within 180 days of taking office. Training must include financial training regarding Maryland and IRS tax forms;
  - vii. Perform such other duties as may be delegated to the financial secretary by the President or Treasurer, prescribed in these bylaws, or assigned by this local PTA/PTSA or by the Board of Directors
- 3. Article VIII – Board of Directors**  
**Article VIII, Section 4f:**  
To approve and submit an annual budget to this local PTA/PTSA's general membership for adoption, a copy of which shall be made available to membership at least ten (10) days prior to the general membership meeting for budget adoption