

**HILLTOP Elementary School  
Parent/Teacher Organization  
By-Laws**

**ARTICLE VI  
DUTIES OF OFFICERS**

Section 1: The President shall:

- Preside at all meeting of the Organization;
- Perform other duties as may be assigned by the Organization of the Executive Committee;
- Coordinate the work of the officers and committees in order that the objectives be promoted; and
- Appoint Ad Hoc Committee.

Section 2: The Vice President shall:

- Act as aid to the President; and
- Perform the duties of the President in the absence or inability of that officer to serve.

Section 3: The Secretary shall:

- Record the minutes of all meetings of the PTO or the Executive Committee;
- Conduct correspondence of the PTO as directed;
- Present a written document of the prior meeting's minutes at every meeting of the PTO with copies available to each general member present;
- Maintain a duplicate record of the Operating Policies of the HPTO and the Standing Committees; and
- Shall perform such other duties as may be delegated.

Section 4: The Treasurer shall:

- Receive monies of the PTO and make bank deposits;
  - Keep and accurate record of receipts and expenditures;
  - Present a written financial statement at every meeting of the PTO, with copies available to each general member present, making a full report at the last PTO meeting of the year.
- A. The treasurer's books shall be examined at the end of each fiscal year and by June 30<sup>th</sup> by a Financial committee selected by the PTO members. The committee shall consist of the Treasurer and no more than three other selected members. Satisfied that the Treasurer's reports are correct, they shall sign a statement certifying the book's correctness to the best of their knowledge. The committee shall be selected, with the approval of the Executive Committee, at least two (2) weeks before the last monthly meeting of the school year.
- B. All monies shall be placed in a Federally Insured Depository approved by the Executive Committee.
- C. All checks shall be co-signed by the President, Vice President, or Secretary and bear the signature of the Treasurer.

Section 5: All elected officials will:

- A. Deliver to their successors, all official material within five (5) school days following the meeting at which the successors take office.
- B. Keep Operating Policies and Financial Books to be passed on to their successors.