

Bylaws Addendum
Montgomery Knolls Pine Crest PTA, Inc.
June 5, 2018

ARTICLE VI Officers and Their Election
Section 2. Officers and their election:

- a. The officers of this local PTA/PTSA shall be a president, 2 vice president(s), 2 secretary(ies), a treasurer, and a diversity coordinator. (If more than 1 vice president and/or secretaries, list the position description in Article VII: Officers Duties, listed in designated order.)

ARTICLE VII Duties of Officers

Section 2: The vice president 1 (VP1) shall

- a. act as aide to the president and VP2;
- b. perform in their designated order the duties of the president in the absence or inability of that officer to serve;
- c. work with committee chairs to ensure work plans are followed and tasks are accomplished;
- d. coordinate with the school administration about school needs and events; and
- e. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Section 3: The vice president 2 (VP2) shall

- f. act as aide to the president and VP1;
- g. recruit volunteers and work to fill vacant committee positions;
- h. work to increase PTA membership; and
- i. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Section 4: The recording secretary shall

- a. record the minutes of all meetings of this local PTA/PTSA, the board of directors, and executive committee;
- b. be prepared to read the records of the previous meeting;
- c. file all records;
- d. maintain a current copy of the bylaws;
- e. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Section 5: The corresponding secretary shall

- a. oversee and maintain current PTA contact lists
- b. oversee and manage PTA communications; and
- c. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

Section 6: The diversity coordinator shall

- a. ensure that the local PTA values diversity among people through its actions and accountability (diversity characteristics include age, ethnicity, gender, language and culture, and socioeconomic status)
- b. encourage participation from diverse members of the school community, both parents/guardians and school staff
- c. provides coordination and communication with Linkages to Learning;
- d. communicate concerns and needs of community to the PTA board of directors; and
- e. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.