

**Section 1. The president shall:**

- a. coordinate the work of the officers and committees of the association in order that the Purposes may be promoted;
- b. confirm that a quorum is present before conducting any business at any meeting of the association;
- c. preside at all meetings of the association;
- d. appoint chairs of special committees, subject to approval of executive board;
- e. be authorized to sign on bank accounts as one of two required signatures on all checks;
- f. be authorized to sign contracts that have been approved by the executive board;
- g. be listed as the principal officer and be authorized to sign tax documents;
- h. confirm the executive board has reviewed and the membership has adopted the Texas PTA PTA/PTSA Records Retention Policy annually;
- i. appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
- j. represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership with Council PTA);
- k. file with the Council PTA secretary the names of delegates and alternates from this Local PTA by the first regular Council PTA meeting and no later than October 1. A Local PTA joining or making changes after October 1 shall submit any changes in writing prior to any regular meeting in order to be eligible to vote;
- l. confirm that all executive board members are graduates of the current Texas PTA Leader Orientation or have completed the course by October 15 after the election;
- m. send the names and addresses of the officers and chairs to the Texas PTA office by May 1 each year;
- n. appoint the financial reconciliation committee, subject to the approval of the executive board; and
- o. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.

**Section 2. Newly-Elected President**

The newly-elected president, within thirty (30) days after the election meeting, shall call a meeting of the newly-elected officers to:

- a. appoint a historian and a parliamentarian, subject to the approval of the executive board;
- b. appoint standing committee chairs, subject to the approval of the executive board; and
- c. conduct any other business as shall become necessary.