

**Amendment to Article VII – Duties of Officers (p.6)** *(Entire section submitted and approved at PTSA Bd Mtg# 8 (June 6, 2016))*:

Section 4. The assistant secretary shall:

- a. Record minutes at all PTSA meetings (Board Meetings and General Meetings), as a back-up (or substitute, in the absence of the Secretary) for Secretary's minutes.
- b. Keep a duplicate set of accepted minutes of previous meetings, and be prepared to read them upon request.
- c. Have a current copy of the bylaws.
- d. Assist the Secretary in the organization and maintenance of all electronic and paper records, including training materials, meeting handouts, membership databases, flyers, forms, etc.
- e. Keep a duplicate membership list.
- f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

**Amendment to Article VIII – Duties of Officers (p.7)** *(Highlighted amended area submitted and approved by majority vote at PTSA Bd Mtg# 6 (March 3, 2016))*:

Section 3. The members of the board shall be

- a. Elected officers;
- b. Parent Liaison, Principal, Teacher Liaison, Activities Director, Data Entry Coordinator, Guidance Department Head, and Athletic Director
- c. The president may appoint a parliamentarian, subject to approval of the executive committee of this local PTA/PTSA