

BY-LAWS

ARTICLE I Duties of Officers

Section 1. The president shall:

- a. Preside at all meetings of the PTL
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the general membership of the LCA PTL
- c. Be a member ex officio of all PTL committees
- d. Coordinate the work of the officers and committees of the PTL in order that the Purpose (see Constitution) may be promoted

Section 2. The vice-president shall:

- a. Act as aide to the president
- b. Perform the duties of the president in the absence or inability of that officer to serve
- c. Perform other delegated duties as assigned

Section 3. The secretary shall:

- a. Record the minutes of all meetings of the PTL and distribute as necessary.
- b. Have a current copy of Bylaws and Constitution
- c. Perform other delegated duties as assigned

Section 4. The treasurer shall:

- a. Have custody of all funds of the PTL
- b. Keep a full and accurate account of receipts and expenditures
- c. Make disbursements as authorized by the president and executive board in accordance with the budget adopted by the PTL
- d. Have checks and vouchers signed by two persons, the treasurer and one other Executive Board Member
- e. Present a written financial report to include—expenditures/income/balance at every meeting
- f. Be responsible for the maintenance of such books to account and record to conform with requirement of these bylaws
- g. Make a full report at the meeting at which new officers officially assume their duties
- h. Have the accounts examined annually 30 days prior to election of officers by an auditing committee not less than three members, who, satisfied that the treasurer's report is correct. The auditing committee will certify the accuracy of the report.

Section 5. Parliamentarian shall:

- a. Ensure meetings are conducted in an orderly fashion in accordance with modified Robert's Rules of Order/PTL Code of Conduct.
- b. Performed other delegated duties as assigned.

Section 6. All officers will constitute the Executive Board and shall perform the duties outlined in these by-laws and those assigned from time to time. Upon the expiration of the

term of office or in case of resignation, each officer shall turn over to the Executive Board, without delay, all records, books, funds and other materials pertaining to the office.

ARTICLE 2 Election and Voting

Section 1. Each officer shall be actively involved in the PTL.

Section 2.

- a. The officers of this organization shall consist of the president, vice-president, secretary, treasurer and parliamentarian.
- b. In the month of April, the Executive Board will create the Officer Nominating Committee. This committee will be comprised of the vice-president and two members of the general membership. This committee will create a listing of nominations from the general membership. The committee will submit all nominations to the Executive Board for placement on the ballot.
- c. Officer elections will be held at the general membership meeting in the month of May. All voting will be held by secret ballot of the general membership in attendance. Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of one (1) year. Officers will not serve more than two (2) consecutive years in the same position.

Section 3. A vacancy occurring in any office, except for president, shall be filled for the unexpired term by a person elected by a majority vote, notice of such election having been given, using the procedure in Section 2 regardless of the month. In case a vacancy occurs in the office of president, the vice-president will assume the office of president and he/she will serve notice of the special election for vice-president.

Section 4. The privilege of making motions, debating, and voting in elections shall be limited to PTL members present at the meeting.

Section 5. To conduct PTL business, the number of PTL members present at a general meeting will constitute a quorum.

ARTICLE 3 Finances and Taxes

PTL is a non-profit group and will comply with the IRS requirements to maintain the status. All expenditures over \$500.00 will be voted on by the general membership at the monthly meetings. All supplies used for the maintenance or the benefit of the PTL will be reimbursed if a receipt or a statement of lost receipt is provided.

The Executive Board will solicit input from the general membership on possible expenditures to assist with creating a yearly budget. This budget will be presented to the general membership at the April meeting.

ARTICLE 4

PTL activities are covered under the insurance of LCA.