

Addendum to Bylaws SOUTHWOOD ELEMENTARY PTA Orange County

Per membership approval at General Meeting 04/18/2019
Date

Article IX Executive Board – Add Section 5

Article X Executive Committee – Add Section 5.

Section 5: Electronic Meetings

- Meetings of the Executive Committee, Executive Board of Directors, and Committee Meetings may be conducted in person or by conference call, teleconference or other electronic media as permitted by applicable law.
- Electronic meetings must allow for an open and deliberative dialog between the parties.
- Board members **cannot cast a vote by email, or text messaging** in lieu of an electronic meeting.
- Votes taken on all motions must be recorded by the Secretary in the meeting minutes. Each board member's vote must be recorded in the minutes.
- **General Membership meetings must be conducted in person, and may NOT be held by conference call or any other electronic means.**

Article XVI: Amendments – Add Section 3.

Section 3: Electronic Banking / Electronic Fund Transfer (EFT)

- (a) PTA unit is authorized to use a PTA debit/credit card issued to the PTA for business purposes only.
- (b) **Every transaction must be approved prior to the purchase** by completing a written form, signed and approved by the board members that are signatories on the PTA checking account.
- (c) All charges must adhere to the budget adopted by the Association.
- (d) The receipt from each transaction must be attached to each approval form.
- (e) All electronic transactions (EFT) must match the monthly bank statements.
- (f) PTA unit is authorized to use a PayPal account for acceptance of electronic payments.