

Standing Rules for the Executive Board
Of The
Surrattsville High School PTSA (SHS PTSA)

A. EXECUTIVE BOARD DUTIES

1. Executive Board members are expected to attend all regular and special meetings of the Executive Board, assigned committee meetings, and general membership meetings. Failure to attend (3) consecutive board meetings without being excused is ground for removal from the board. **If you are unable to attend meetings, please notify the President or Recording Secretary.**
2. Any Executive Board members, funded by the PTSA, attending workshops, conventions, or conferences, shall file a written report with the Executive Board.
3. Executive Board members who fail to attend meetings, for which a financial obligation has been made, without cancellation of reservations, will be billed for the cost.
4. Executive Board members are expected to help carry out the program at general membership meetings and other related PTSA events.
5. All books shall be kept current, and at the end of the term of office each officer shall turn over books to incoming officers.
6. **All Executive Board Members shall present to the President any issues or concerns pertaining to the SHS PTSA.**
7. All PTSA related business and issues shall be directed accordingly to the proper protocol of the PTSA.
8. **Any Executive Board Member persistence in not following the proper protocol of the PTSA will be grounds for dismissal from the PTSA.**

B. MEETINGS

General Meetings:

1. General membership meetings shall be held on the 3rd^d Tuesday of every month of the school year. Meetings shall begin at 7:00 p.m. and adjourn no later than 8:30 p.m.

Code of Conduct at General Meetings

1. Orderly conduct is expected at all meetings.
2. Any agenda items must be reported to the Recording Secretary (5) days before the meeting.
3. All Executive Board Member's seats shall face the general body.
4. All Executive Board Members shall be prepared to report at all times.
5. No side-line conversations, unless necessary to conduct the meeting.
6. Remarks are out of order when they are insulting, profane; otherwise offend the sense of decency of PTSA.
7. A Board Member may be requested to leave if he/she persists on being out of order.

Executive Board Meetings:

1. Executive Board meetings shall be held on the 1st Tuesday of every month of the school year. Meetings shall begin at 7:00 p.m. and adjourn no later than 8:30 p.m.

2. In the event the date should fall on a day the school is closed, the meeting will be held the following day (Wednesday) the same time.

Code of Conduct at Executive Board Meetings:

1. Orderly conduct is expected at all meetings and PTSA events.
2. Any Agenda items must be reported to the Recording Secretary (3) days before the meeting.
3. After each agenda item, the President will open the floor for discussion. Each member will be called upon accordingly to address the issue before the floor.
4. All questions related to any comments shall be addressed in an orderly matter.
5. Every opinion is valued and will be respected.
6. No side-line conversations
7. Remarks are out of order when they are insulting, profane; otherwise offend the sense of decency of PTSA.
8. A Board Member will be out of order if he/she addresses the floor without being recognized by the President or Parliamentarian.
9. A Board Member may be requested to leave if he/she persists on being out of order.

C. FINANCE

1. When authorized purchases are made for which the PTSA is to be billed: all bills should be forwarded to the treasurer within 10 days of receipt of the bill.
2. If the purchase was paid by an Executive board member, the receipts should be sent to the treasurer within 15 days.
3. All requests for reimbursement must be submitted on the appropriate form.
4. All requests for reimbursement must have an approval of signature from the President and Treasurer.
5. When monies are available, the executive board shall determine the method of selection of attendees to conferences, workshops and conventions. Expenses may be reimbursed as follows; Parking/Tolls paid, receipts required. Meals \$21 per day, receipts required. Hotel rate for one-half of double room at the hotel for PTA function.