

RYE NECK PTSA STANDING RULE (adopted **12/11/19**)

Standing Rule on the Executive Board:

RESOLVED, that the standing rule entitled “Standing Rule on the Executive Board” that is written here be adopted as a Standing Rule and that it be posted on the Rye Neck website and maintained in a binder by the recording secretary.

*FURTHER RESOLVED, that this rule will take effect in the **2019-2020** school year. Where a reference is made below to a “representative,” only one of the listed committee heads will be on the Executive Board. That person will serve on the Executive Board concurrent with their term as a committee head. The nominating committee will ask such committee head if they are interested in serving on the Executive Board, and make a recommendation to the President as to which one should serve on the Executive Board. Preference will be given by the nominating committee (when recommending their **2020-2021** placements) to **2019-2020** members of the Executive Board who will be serving their second year as a committee head in **2020-2021**.*

Standing Rule on the Executive Board:

The executive board shall consist of the Executive Committee and the committee head of the following standing committees:

- Advocacy
- Author Visits
- Book Fair Representative (1 member from MS, DW OR Bellows)
- Class Photos (1 member from DW, Bellows, OR MS)
- Clubs Coordinator
- Environmental/Recycling Representative (1 member from DW OR Bellows)
- Fall Fundraiser (1 member)
- Health & Wellness Representative (1 member from DW OR Bellows and 1 member from MS OR HS)
- Membership
- Social Committee (1 member)
- Spring Fair (1 member)
- STEAM (1 member from DW OR Bellows and 1 member from MS OR HS)

TOTAL NUMBER ON EXECUTIVE BOARD: 26 (12 EC + 14 EB)

The executive board shall:

1. Authorize the president to set meeting dates for executive board and association meetings, although it retains the right to also set such dates by majority vote at its meetings.
2. Authorize all committee heads to attend and speak at its meetings. These committee heads are invited guests and have the right to and shall be encouraged to express their views at these meetings. Only executive board members have the right to vote at these meetings. Executive board members are required to attend executive board meetings.
3. Authorize the nominating committee to make recommendations to the president to fill executive board positions from among eligible nominees.
4. Meet at least twice as year as required by the bylaws.
5. Review and submit the proposed budget to the general membership for approval according to the provisions in the bylaws.
6. Present a report at meetings of the general membership and the executive board when appropriate, but especially at the November general membership meeting, according to the provisions in the bylaws.
7. Elect members to the nominating committee according to the provisions in the bylaws.
8. Appoint an audit committee according to the provisions in the bylaws.
9. Appoint a budget committee, chaired by the treasurer, to prepare the budget according to the provisions in the bylaws.
10. Notify the president and or the corresponding secretary by email or telephone when unable to attend an executive board meeting.
11. Fulfill other duties as required by the bylaws.