

**Dozier Middle School**



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## STANDING RULES OF THE DOZIER MIDDLE SCHOOL PTA

- I. Administration
  - A. Executive Committee Duties:
    1. Executive Committee members are expected to attend all regular and special meetings of the Executive Committee, assigned committee meetings and general membership meetings. Failure to attend 2 consecutive meetings without being excused is grounds for removal from your position. If unable to attend meetings, notify the President within 24 hours, (with the exception of a true emergency), and submit either a written or verbal committee report to be presented by the President on your behalf.
    2. Executive committee members who fail to attend meetings, for which a financial obligation has been made, without cancelation of reservations, will be billed for the cost.
    3. Any Executive Committee member, funded by the PTA, attending workshops, conventions or conferences, shall file a written or oral report with the Executive Committee.
    4. Executive Committee members are expected to help carry out the program at general membership meetings.
    5. Procedure books shall be kept current and at the end of the term of office each officer shall turn over books to incoming officers.
  - B. Executive Board Duties:
    1. Executive Board members are expected to attend all assigned committee meetings and general membership meetings. Failure to attend 2 consecutive meetings without being excused is grounds for removal from your position. If unable to attend meetings, notify the President within 24 hours, (with the exception of a true emergency), and submit either a written or verbal committee report to be presented by the President on your behalf.
    2. Executive board members who fail to attend meetings, for which a financial obligation has been made, without cancelation of reservations, will be billed for the cost.
    3. Any executive board member, funded by the PTA, attending workshops, conventions or conferences, shall file a written or oral report with the Executive Committee.
    4. Procedure books shall be kept current and at the end of the term of office each chairmen shall turn over the books to the president.

5. Each committee should submit a Committee Plan of Action & Budget Proposal form prior to the first general membership meeting of school year. Plan of work should contain the following elements:
  - a. Committee name
  - b. Chairman's name and telephone number
  - c. Names of the committee members
  - d. Goals for the year
  - e. Activities to accomplish goals
  - f. Anticipated expenses

II. Meetings:

A. Scheduling

1. Regular meetings of the Executive Board shall be held during the second week of each month on a day to be determined by the standing Executive Committee. Meetings shall begin at 5:30pm and adjourn no later than 6:45pm.
2. General membership meetings shall be held 5 times throughout the school year at a date and time to be determined by the standing Executive Committee. The meetings shall start no later than 6:30 pm.
3. The president will send out an email reminder no more than 96 hours and no less than 48 hours prior to a scheduled meeting with that meeting's agenda attached.
4. If a meeting needs to be canceled or rescheduled for any reason, a 24 hour notice will be given, except in the case of an emergency.
5. All minutes must be sent to the president within 5 days after the meeting.

B. Conduction:

1. Standard items at the meetings will be to review the minutes; modify the agenda, if necessary; confirm or set future meeting dates and times.
2. Agenda items will have assigned times for consideration and action. The time for an agenda item may be extended only by consensus of the team.
3. If the meeting is running past the allotted time, the Executive Committee will decide whether to continue the meeting until all agenda items are covered, whether to push the agenda item to the next meeting, or if the agenda items can be discussed through e-mail.
4. If a member is speaking and the allotted time is running out, any other member can use the phrase, "dragon tales", to let the speaker know they have gone off topic and/or they are running long.
5. If a topic comes up that is not on the agenda, it will be documenting and discussed at the next meeting.
6. All motions shall be presented in writing unless brought about during the conduction of an Executive Committee or Executive Board meeting.

III. Finances:

1. When authorized purchases are made for which the PTA is to be billed:
  - a. A Funds Request form shall be completed, signed and forwarded to the treasurer with the bill within 10 days of the receipt of the bill.

- b. If the purchase was paid by the member, the receipts and Funds Request form shall be sent to the treasurer within 30 days.
    - c. No money will be disbursed without an approved Funds Request form.
  2. When monies are available, the Executive Committee shall determine the method of selection of attendees to workshops, conferences and conventions. Expenses may be reimbursed at a rate to be determined by the standing Executive Committee for the following items:
    - a. Travel
    - b. Meals – [i.e. maximum of (\$30 per day, breakfast \$6, Lunch \$9, Dinner \$15.)]
    - c. Hotel – [i.e. rate for one-half of a double room at the hotel for a PTA function]
    - d. Parking/tolls – Paid receipts required.
  3. All grant requests should be submitted with a completed Grant Request form. The Executive Committee will vote on the submitted request. If approved, the President will notify the requestor in writing and the PTA will issue a check for the approved amount within 10 days.

IV. Decision Making:

1. The team will make decisions on a consensus basis. Consensus will be defined as a decision that all individuals on the team can accept, even if the decision is not the preferred choice of one or more individuals.
2. If a consensus cannot be reached at a given meeting, the issue will be placed on hold until the next meeting, when additional discussion will take place. If, at the second meeting, consensus cannot be reached, then the issue may be taken to a vote.

V. Mutual Respect and Comfort with Process

1. One person will speak at a time and there will be no interruptions or side conversations. The president will recognize individuals waiting to speak. There will be no personal attacks and respect will be shown for all opinions.
2. All electronic devices will be silenced during the meetings.

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Amendments:

I. Communication:

A. The primary form of communication between Executive Board Members shall be determined at the beginning of the school year by a majority vote.

b. It is the responsibility of all Executive Board Members to respond to all correspondence within 48 hours, even if it just a simple acknowledgement of message received.