

# CHES PTA BOARD STANDING RULES

STANDING RULES DEFINE THE PROCEDURES FOR THE EXECUTIVE BOARD OF THE CHES PTA. THE STANDING RULES ARE USED TO ADMINISTER THE AFFAIRS OF THE CHES PTA UNDER THE PROVISIONS OF THE BYLAWS. STANDING RULES ARE MORE FLEXIBLE AND BYLAWS AND MAY BE CHANGED AT ANY EXECUTIVE OR GENERAL MEMBERSHIP MEETING BY A MAJORITY VOTE AND WITHOUT PREVIOUS NOTICE.

## EXECUTIVE BOARD MEMBERS

PLEASE SEE THE ROSTER IN THE FRONT OF THIS FOLDER FOR A LIST OF ALL BOARD POSITIONS.

## GENERAL RESPONSIBILITIES

1. EXECUTIVE BOARD MEMBERS SHALL ATTEND THE MONTHLY CHES PTA EXECUTIVE BOARD MEETINGS AND SHALL BE PREPARED TO REPORT ON THE PROGRESS OF THEIR PROGRAM FOR APPROVAL BY THE BOARD.
2. THE PRESIDENT OR SECRETARY SHALL BE NOTIFIED IF YOU ARE UNABLE TO ATTEND THE MEETING. *IN THE EVENT THAT A MEMBER IS NOT PRESENT FOR TWO CONSECUTIVE MEETINGS, THE SECRETARY SHALL CONTACT THE MEMBER REGARDING THE MEMBER'S INTENTIONS ABOUT REMAINING ON THE EXECUTIVE BOARD.*