

STANDING RULES
Langley High School Parent Teacher Student Association

ARTICLE I. OBJECTIVE

In accordance with the Virginia PTA Local Unit Uniform Bylaws (“Bylaws”) these Standing Rules have been enacted by the Executive Committee to ensure consistency in its governance of the Parent Teacher Student Association (“PTSA”) between General Membership meetings. Although amendments to these Standing Rules are adopted by the Executive Committee, any member of the PTSA may recommend changes for their consideration.

If there is any conflict between these Standing Rules and the Bylaws, the Bylaws control. These Standing Rules are only meant to supplement, not take the place of, the Bylaws.

ARTICLE II. CORPORATE PURPOSE

The purpose of the PTSA is to foster a robust education for all of our students, to build community, to support the efforts of teachers and staff to have positive experiences at Langley, and to promote the highest ideals of a school environment.

ARTICLE III. MEMBERSHIP

Membership is required for individuals holding elected positions or other positions as described in the Bylaws. Students who want to participate in county/state PTA programs should follow the rules on membership applicable to those programs, which often require PTSA membership. Membership in the organization gives the right to vote, but membership is not required to participate in programming, to volunteer, or to request funds for programs. Membership fees shall be determined by the Executive Committee, taking into consideration the fees due to the county, state, and national PTA.

ARTICLE IV. OFFICERS & COMMITTEES

Section 1. General Powers

Pursuant to Article 7 of the Bylaws, the affairs of the PTSA in between General Membership Meetings shall be managed by its Executive Committee. The executive committee is comprised of the elected officers of the PTSA.

Section 2. Executive Committee

The Executive Committee is comprised of: President, Secretary, Treasurer, the four vice-presidents described below, and the Parliamentarian. One of the elected officers agrees to work closely with the president and fill in when the president is unable to participate in a PTSA activity or meeting. This officer commits to considering taking over as president the following year. Responsibilities of officers is explained in Article 6 of the Bylaws and are supplemented as follows:

- (a) President. The president shall be the chief executive of the organization, the official spokesperson, and the liaison between the administration and the organization. The president's powers are further outlined in the Bylaws.
- (b) Secretary. The secretary shall keep accurate records of the organization, to include meeting minutes.
- (c) Treasurer. The treasurer drafts the budget for Executive Board approval, maintains accurate financial records, updates the Executive Board and the president at least quarterly of the profit and loss of the PTSA in the form of a balance sheet or other reasonably understood document. The treasurer will make timely payments and reimbursements for the operation of the PTSA.
- (d) Vice-Presidents. The four vice-presidents will include:
 - a. Vice President School Support. This VP oversees the programs of the PTSA that support the school, including either chairing or co-chairing the Classroom and Teacher Support Committee.
 - b. Vice President Volunteer Engagement. This VP works with each of the other officers and the school to help provide volunteer opportunities for Langley parents and community members. The VP Volunteer Management will recruit and maintain a list of potential volunteers and communicate with that pool of people when volunteer opportunities arise. This VP will also work closely with the Events Chair to assist in providing volunteers to help plan and execute events.
 - c. Vice President Fundraising/Membership. This VP leads fundraising efforts of the PTSA so the programs and operations of the PTSA are well funded. This VP also ensures officers and committee chairs are members of the PTSA.
 - d. Vice President Communications. This VP ensures the programs and priorities of the PTSA are communicated to the entire Langley community, including email, social media, and other outlets.
- (e) Parliamentarian. The Parliamentarian is appointed by the president and does not vote in Executive Committee matters, although as a member of the PTSA, is welcome to vote in general membership meetings.

The members of the Executive Committee shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified.

Members of the Executive Committee shall serve a term of one year or until their successors are elected, commencing on a date consistent with the Bylaws.

The Executive Committee will meet at least quarterly, and review major expenditures, events, and goals of the organization, to include any Classroom and Teacher Support expenditures.

Any officer may resign by delivering written notice to the Executive Committee. Unless otherwise specified in the notice, such resignation shall take effect upon the receipt thereof.

Section 3. Compensation

No volunteer officer or committee chair will be compensated for their service.

Section 4. Informal Action by Executive Committee

Any action required to be taken at a meeting of the Executive Committee, or any action which may be taken at an Executive Committee meeting, may be taken via electronic means, pursuant to Article 9, Section 5 of the Bylaws.

Section 5. Parliamentary Procedure

Any question concerning parliamentary procedure at meetings shall be determined by the President, with consultation with the Parliamentarian, by reference to Robert's Rules of Order, pursuant to Article 15 of the Bylaws.

Section 6. Committees

The Executive Committee appoints chairs of the committees, with recommendations from the Nominating Committee, and requests volunteers to participate in each of the PTSA's programming areas. Committees and Event Chairs include:

- 1. Classroom and Teacher Support.** This committee and chair will work to facilitate funding or engagement where teachers or Langley staff need it. Examples include buying iPads for a foreign language teacher, equipment for a science or performing arts teacher, as well as professional development expenses for the teachers or other staff to help further their ability to educate our students. The only restrictions to the type or amount of purchases that may be made are that it must be a) consistent with the goals of the PTSA to support the Langley community, b) that it ultimately benefits our students academically or socially, and (c) that it is within the approved budgeted amount for this purpose.
- 2. Academic Boosters.** This committee is not limited to supporting teachers in the classroom but can support academic programming outside of the school day, to include clubs and other enrichments of our students' academic pursuits.
- 3. Hospitality.** This Committee provides meals and refreshments for various events throughout the year, including staff appreciation events and PTSA meetings.
- 4. Events Chair – to support the chairs of each of the following events:**
 - a. 8th Grade Open House**

- b. Freshman Orientation**
 - c. Career Connections**
 - d. Ethics Day**
 - e. Tailgate**
 - f. Trivia Tournament**
 - g. Movie Night**
 - h. Langley Art Show**
 - i. All Night Grad Party (“ANGP”)**
 - j. Any other social or special events approved by the Executive Committee**
- 5. Family Network, to include New Family Engagement and the Family Liaison**
- 6. Audit Committee**
- 7. Back to School Packets**
- 8. Community Liaison**
 - a. McLean Citizens Association Liaison**
 - b. Great Falls Citizens Association Liaison**
 - c. Safe Community Coalition Liaison**
- 9. Community Service/Saxon Service/Langley Cares**
- 10. Courtyard**
- 11. Directory**
- 12. eNews**
- 13. FCC PTA Liaison (attends meeting as the Langley PTSA representative)**
- 14. Financial Secretary**
- 15. Langley Alumni Relations**
- 16. PTA Program Liaison (to include Reflections Art and other student opportunities through the State/County PTA)**
- 17. Saxon Spirit**
- 18. Special Education Liaison**
- 19. Staff Appreciation (Staff raffles, Appreciation Weeks- teachers, bus drivers, etc.)**
- 20. Student Awards**

- 21. Student Services Liaison (Counselor/Student Support)**
- 22. Student Opportunities (internships, summer opportunities)**
- 23. Website**
- 24. Wellness Week/Popcorn Day**

ARTICLE V. AUTHORITY FOR EXPENSES

Section 1 Approval Authority

- (a) Officers and Committee chairs have the authority to approve expenditures within their budget line item once that budget has been approved by the General Membership, except as noted below for expenditures of over \$2,000.
- (b) There is no additional requirement that expenditures be approved again by the Executive Committee unless so noted in the budget as adopted by the General Membership.
- (c) PTSA volunteers may not spend beyond the budgeted amount without first getting approval from the Executive Committee, and where that amount is more than \$500, it either needs to fit within another budget line item and have that committee's approval or get approval at the next General Membership meeting, consistent with Article 8, Section 3 of the Bylaws.
- (d) Where budgets exceed \$5,000, any expenditure above \$2,000 must have the additional approval of at least two elected officers.
- (e) Where not otherwise included in the Standing Rules, there is no limit for an expenditure that is consistent with the budget as approved, although committee chairs should act as good stewards of the funds budgeted to their programming area.

Section 2 Checks and Debit Cards

Checks must be signed by two elected officers, whose signatures are on file with the organization's bank. Likewise, where a Debit Card is used, two elected officers who are also bank signatories must give permission in advance for that card to be used.

ARTICLE VI. AMENDMENTS

The Executive Committee may amend these Standing Rules by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each officer with sufficient time to discuss and debate the proposed changes, but no less than 48 hours.

ARTICLE VII EFFECTIVE DATE

Upon adoption, these Standing Rules will be effective July 1, 2024.