# Executive Board
## (President, VP's 1-4, Treasurer, Secretary & Sgt. at Arms)

### ARTICLE IX: EXECUTIVE BOARD

**Sect. 1** Each board member of this council PTA shall be a member of a local PTA within the area of the council.

**Sect. 2** A PTA member shall not serve as a voting member of this council PTA while serving as a paid employee of, or under contract to, this council PTA.

**Sect. 3** The members of the board shall be:

- elected officers
- standing committee chairs

**Sect. 4** The affairs of the St. Joseph Council PTA shall be managed by the executive board in the intervals between PTA council general membership meetings. Duties of the board shall be to:

- select an auditor or a review committee to review the treasurer's accounts whose report shall be submitted to the voting body for adoption; a copy must be submitted to Missouri PTA.
- carry out such business as may be referred to it by the membership of the council PTA.
- act in emergencies between meetings of the council.
- meet as soon as the officers have been duly elected, for the purpose of formulating tentative plans for their term of office and approve chairmen of standing and special committees.
- approve plans of work of council's standing committees.
- present a report at the regular general membership meetings of this council PTA.
- prepare and submit an annual budget to the council PTA's general membership for adoption.
- approve payment of routine bills within the limits of the approved budget.
- fill vacancies in any office.

**Sect. 5** Regular meetings of the board shall be held as designated by the board at its first meeting. A minimum of four executive board meetings must be held per year as well as a planning meeting.

**Sect. 6** Special meetings of the board may be called by the president or upon the request of a majority of the members upon three days written notice to each member of the board.

**Sect. 7** At all meetings of the executive board, five members of the board shall constitute a quorum for the transaction of business.

**Sect. 8** If any member of the board shall at any time cease to meet the qualifications or fulfill the duties of the position or fail to attend 80% of meetings unless through board approved extenuating circumstances, that person may be removed from the board by a resolution adopted by the board.

**Sect. 9** Upon the expiration of the term of office, or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen days.