# Bon Air PTA Standing Rules

Social Media

- All social media posts or correspondence will be coordinated through the Executive Board and be relevant to Bon Air PTA.
- When an officer's or committee chair's term has ended, they will be removed as administrators from all social media accounts. Newly-elected officers or committee chairs will be added as administrators.

Bon Air PTA.org Domain

- Bon Air PTA has a nonprofit Google Workspace account which provides a free suite of tools. The domain www.bonairpta.org is not free (and is accounted for in the annual budget accordingly). Officers will all be given administrative permissions to manage the Google Workspace and domain name. Outgoing officers' permissions will be removed after their term has expired.

Bank Account Signatures

- The current president and treasurer are both authorized to sign checks on behalf of Bon Air PTA. When their terms expire, they will go to First National Bank to transition this authorization to the incoming officers.

Officer and Committee Chair Binders/Materials

- Officers and Chairpersons will keep a record of what their committees or offices did throughout the year and pass on any relevant materials to the person following them in that position. This might include a binder of materials or information or could be a folder on the shared Google Drive. The specific organization of the materials isn't the important detail; passing on information to future PTA members is the ultimate goal.

Google Drive

- All officers, committee chairs, and committee members will have access to the shared Google Drive for Bon Air PTA. Information about their positions as well as records of previous activities will be stored here.

Committee Chairs

- Anyone interested in serving as a committee chair can submit their own name or be nominated by someone else via an email sent to the Nominating Committee.
- The Nominating Committee will prepare a list of all candidates received for all committee chair positions. If there is more than one candidate for a single committee chair position, all names will be listed.

- Not all committee chair positions are required to be filled at the annual meeting unless leaving the position open until next year would inhibit the committee's work.
    - Example: The Reflections program is in early October. Leaving this chair open until mid September could be detrimental to holding our Reflections program.
- No person may serve in more than one committee chair position unless there are still vacancies after the first general meeting of the year. A person may volunteer to serve in a second chair role with approval of the Executive Board.

Nominating Committee

- The Nominating Committee will receive and organize all nominations for open officer roles. The committee will solicit nominations for open officer positions and vet those nominees through a process of their choosing.
- The Nominating Committee will also receive committee chair nominations and assemble them into a ballot. Nominating Committee members will not need to vet this group of nominees beyond verifying that they are Bon Air PTA members in good standing.