

# GUIDELINES/PROCEDURES

All Oklahoma PTA and PTSA units have Uniform Unit Bylaws. These bylaws **cannot** be changed by individual units.

## DEFINITION OF STANDING RULES

Standing rules are an extension of the bylaws. They define procedures and relate to details of the administration of your particular PTA Unit. Your local unit Standing Rules **cannot** conflict with the Uniform Unit Bylaws.

Standing Rules must be voted on and adopted by a majority vote of the general membership annually. Standing Rules may be amended or suspended by a two-thirds (2/3) vote.

**The amount charged for annual membership dues may be changed no more than once per membership year.**

**You are required to include the following information in your PTA Unit standing rules.**

1. Article V, Section 4:  
Specify the amount of annual membership dues to be paid by each member (this amount must include the National and State portions).
2. Article VI, Section 2:  
Specify any additional elected officers
3. Article VI, Section 3:  
Specify the month in which new officers will be elected into office during the general membership meeting.
4. Article VI, Section 4:  
Specify the date on which officers assume their duties: Example - July 1 end of fiscal year, or end of school year and how long their term will be. Term is the number of years an officer can hold an office. Uniform Bylaws allow for an officer to hold for two consecutive terms. Consider: if the term is 2 years that would possible allow for someone to hold the same office for 4 years
5. Article VII, Section 1b:  
List other duties of the President.
6. Article VII, Section 2c:  
List other duties of the Vice President. If you have more than one (1) Vice President, list the duties of each.
7. Article VII, Section 3f:  
List other duties of the Secretary.
8. Article VII, Section 4d:  
Specify the other officer whose signature must be on file for the purpose of writing checks. example President and one other officer
9. Article VII, Section 4d:  
List other duties of the Treasurer.
10. Article VIII, Section 3:  
List other members of the Board of Directors. Examples would be: Teacher Liaison, Parent Resource Officers, etc
11. Article VIII, Section 6b:  
Specify the number of days in advance that is required to conduct a specially called Board of Directors meeting.
12. Article VIII, Section 7: Specify the size of quorum for the Board of Directors meetings.  
A quorum is the number of Board of Directors that can be expected to attend regular meetings of the PTA. Once this number has been stated in the standing rules, there must be that many members present at a meeting for any business requiring a vote. Before voting begins, the President must be assured a quorum is present.
13. Article IX, Section 2:  
List the standing committees, including information about duties

14. Article IX, Section 3:  
Specify the term of office for standing committee chairs.  
Term is the number of years a chair can hold the same position.
15. Article X, Section 1:  
Specify the months and number of general membership meetings. Example 3 (three) is advised, 1 for budget approval at beginning of school, 1 for election of nominating committee, 1 election of officers
16. Article X, Section 2:  
Specify the number of days in advance that the general membership must be notified of a specially called membership meeting.
17. Article X, Section 4:  
Specify the size of quorum that must be present to transact business. A quorum is the number of members that can be expected to attend regular meetings of the PTA. Once this number has been stated in the standing rules, there must be that many members present at a meeting for any business requiring a vote. Before voting begins, the President must be assured a quorum is present.
18. Article XI, Section 2:  
Specify how delegates and their alternates are selected if your unit belongs to a council. Example: Elected or Appointed
19. Article XII, Section 2:  
Specify the process for selecting delegates and alternates for attendance at the State PTA Convention.  
Example: vote of Board of Directors, or incoming officers, or all board members as funds allow – if funds don't allow all officers, vote will be taken, etc



## STANDING RULES FOR \_\_\_\_\_

---

1. Article V, Section 4:

Annual membership dues to be paid by each member (this amount must include the National and State portions) will be \_\_\_\_\_

2. Article VI, Section 2:

Additional elected officers of this PTA will be: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Article VI, Section 3:

New officers will be elected into office during the general membership meeting in \_\_\_\_\_

4. Article VI, Section 4:

New officers assume their duties on \_\_\_\_\_ their term will be for \_\_\_\_ year(s).

5. Article VII, Section 1b:

Other duties of the President are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Article VII, Section 2c:

Other duties of the Vice President are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If there are more than one (1) Vice President, list the duties of each.

Additional Vice Presidents and their duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Article VII, Section 3f:

Other duties of the Secretary are \_\_\_\_\_

# STANDING RULES FOR \_\_\_\_\_

---

\_\_\_\_\_  
\_\_\_\_\_

8. Article VII, Section 4d:

The Treasurer, \_\_\_\_\_ and \_\_\_\_\_ will be the check signers and their signatures must be on file with the bank for the purpose of writing checks.

9. Article VII, Section 4i:

Other duties of the Treasurer are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Article VIII, Section 3:

Other members of the Board of Directors are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Article VIII, Section 6b:

The Board of Directors will be given \_\_\_\_\_ days notice of a specially called board meeting.

12. Article VIII, Section 7:

A Board of Directors meeting requires \_\_\_\_\_ members to be present to establish a quorum to transact business.

13. Article IX, Section 2:

The standing committees and duties for this PTA are:


14. Article IX, Section 3:

Standing committee chairs term of office will be \_\_\_\_\_ year(s)

# STANDING RULES FOR \_\_\_\_\_

---

15. Article X, Section 1:

This unit will hold \_\_\_\_ General Membership meetings per year, they will be held during the months of:

---

16. Article X, Section 2:

The general membership will be given \_\_\_\_\_ days notice of a specially called general membership meeting.

17. Article X, Section 4:

A general membership meeting requires \_\_\_\_\_ members to be present to establish a quorum to transact business.

18. Article XI, Section 2:

Council delegates and their alternates are selected by \_\_\_\_\_  
(if your unit belongs to a council)

19. Article XII, Section 2:

The PTA delegates and alternates representing this PTA at the State PTA Convention will be:

---

selected by \_\_\_\_\_

---