

GUIDELINES/PROCEDURES

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

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 council. Your council Standing Rules **cannot** conflict with the Uniform Council 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 Council standing rules.

1. Article VI, Section 4:
Specify the amount of annual dues to be paid by each unit. Include the due date for receiving council membership dues.
2. Article VII, Section 1:
Specify any other voting members your council wishes to have.
3. Article VIII, Section 2:
Specify any additional officers your council wishes to have.
4. Article VIII, Section 3:
Specify the month in which new officers will be elected into office.
5. Article VIII, Section 4:
Specify the date on which officers assume their duties and how long their term will be.
Term is the number of years an office can hold an office. Uniform Bylaws allow for an officer to run for two consecutive terms. So if the term is 2 years that would possible allow for someone to hold the same office for 4 years
6. Article IX, Section 1e:
List other duties of the President.
7. Article IX, Section 2c:
List other duties of the Vice President. If you have more than one (1) Vice President, list the duties of each.
8. Article IX, Section 3h:
List other duties of the Secretary.
9. Article IX, Section 4d:
Specify the other officer(s) whose signature must be on file for the purpose of writing checks. Example President and one other officer,
10. Article IX, Section 4i:
List other duties of the Treasurer.
11. Article X, Section 3:
List other members of the Board of Directors and/or Executive Committee.

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12. Article XII, Section 2:
Specify the number of days in advance that the Board of Directors or Executive Committee needs to be notified of a special called meeting.
13. Article X, Section 3:
List the standing committees including information about duties
14. Article XI, Section 3:
Specify the term of office for standing committee chairs.
Term is the number of years a chair can hold the same position. Consider making it the same as the officers
15. Article XII, Section 1:
Specify the months, dates, and number of general membership meetings.
16. Article XII, Section 2:
Specify the number of days in advance that the general membership must be notified of a specially called meeting.
17. Article XII, 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 council. 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 XIII, Section 2:
Specify how a convention alternate is selected.



STANDING RULES FOR _____

1. Article VI, Section 4:

Annual Memberships dues to be paid by each PTA Unit are _____

Annual Membership dues are to be paid by _____

2. Article VII, Section 1:

Additional voting members of this council are: _____

3. Article VIII, Section 2:

Additional elected officer of this council are: _____

4. Article VIII, Section 3:

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

5. Article VIII, Section 4:

New officers assume their duties on _____

their term will be for _____ year(s).

6. Article IX, Section 1e:

Other duties of the President are _____

7. Article IX, Section 2c:

Other duties of the Vice President are _____

STANDING RULES FOR _____

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

Additional Vice Presidents and their duties _____

8. Article IX, Section 3h:

Other duties of the Secretary are _____

9. Article IX, 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.

10. Article IX, Section 4i:

Other duties of the Treasurer are _____

11. Article X, Section 3:

Other members of the Board of Directors are _____

12. Article XII, Section 2:

The Executive Committee and/or Board of Directors will be given _____ days notice of a specially called board meeting.

STANDING RULES FOR _____

13. Article X, Section 3:

The standing committees for this PTA are:

14. Article XI, Section 3:

Standing committee chairs shall serve a term of _____ year(s) in office.

15. Article XII, Section 1:

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

on _____ day of the month

16. Article XII, Section 2:

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

17. Article XII, Section 4:

A general membership meeting requires _____ members to be present to establish a quorum to transact business. A quorum is the number of members that can be expected to attend regular membership 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 XIII, Section 2:

The alternate representing this Council at the State PTA Convention will be selected by:

