Unit

Standing Rules

Example



**Missouri PTA**

**2101 Burlington St.**

**Columbia, MO 65202**

**(573) 445-4161**

**Our Vision**:

“Every Child’s Potential is a Reality”

**PTA UNIT STANDING RULES**

* Are procedures or general policies, not covered in the bylaws, that provide for the day-to-day operation of your PTA/PTSA;
* Make frequent/common actions simpler and provide for fairness and continuity of the board decision;
* Are adopted and/or amended by a majority vote;
* Are unique to each specific PTA and do not need to be sent to the state office
* Cannot be in conflict with the MO PTA Unit Bylaws Template, PTA policies, IRS Regulations or nonprofit law;
* Are a supplement to the Unit Bylaws.

**PTA Unit Standing Rules Example**

**Officers-General Information**

* The position of president-elect is not allowed.
* This PTA shall not have co-officers because of the risk of the lines of responsibility and accountability will become blurred.
* All officers shall keep a procedure book and turn over all materials to the newly elected officer with two weeks after the school year.
* Bylaws and standing rules will be reviewed at the first full board meeting after the election of officers.
* A teacher shall serve on the board. The principal shall assign a teacher representative with voting privileges. The teacher must be a PTA member.
* Two students from each grade level shall be elected/appointed to serve as student representative with voting privileges. These students must be PTSA members (for middle/high school only).
* A PTA board member must remain at any PTA sponsored function until completion of the function and all attendees have left the premises
* Installation of the officers shall be held at the May general membership meeting.
* The board shall acquire general liability and bonding insurance annually.

**Duties of Officers**

President

* As the presiding officer, maintain a fair and impartial position at all times and encourage members to participate. Should the presiding officer feel that it is important to speak on an issue or debate on any motion, he or she should vacate the chair before speaking.
* Keep a current copy of bylaws, standing rules and budget.
* Be familiar with Roberts Rules of Order
* Participate in leadership development opportunities

Vice President

* Keep the President informed of PTA activities on an ongoing basis;
* Keep a current copy of bylaws, standing rules and budget.
* Participate in leadership development opportunities

Secretary

* Deliver all PTA correspondence to the president for approval by president and principal prior to distribution to school, community or staff;
* Record board members and additional people in attendance at each board meeting and general meeting.
* Distribute minutes to the board prior to the next meeting;
* Keep a current copy of bylaws, standing rules and budget.
* Participate in leadership development opportunities

Treasurer

* Keep the President informed of PTA activities on an ongoing basis;
* Keep a current copy of bylaws, standing rules and budget.
* Participate in leadership development opportunities

**Board Meeting**

* All board members, officers and standing chairs are expected to attend all board meetings. Should a board member miss two (2) consecutive meetings without reasonable excuse, that position may be declared vacant by a majority vote of the board. The board shall appoint a person to fill the vacancy.

**Training**

* At least one board member will attend state convention yearly.
* A board training offered by the district or state PTA shall be scheduled in the year of a newly elected president or at least every other year.
* Convention registration and hotel room will be paid by this PTA (within budget). The PTA will not reimburse travel (gas or food) expenses.
* Persons attending convention will submit a summary on notes and handouts from the workshops and general sessions attended.

**Membership and Dues**

* Membership of this PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students (PTSA), community members and any other persons that support and encourage the purpose of PTA
* (PTSA) Students may join this PTSA. Student members are entitled to voice and vote; however students under the age of 18 are not allowed to hold elected positions.
* This PTA must vote each year on the annual dues amount for the coming fiscal year at the last general membership meeting.
* Each year the dues amount must be recorded in the meeting minutes;

**Standing Committees**

* The president shall appoint the chairs and members of standing committees with the approval of the board
* Chairs of standing committees are members of the board of directors, attend monthly board meetings, vote and are counted in the quorum for board meetings.
* Chairpersons present plan of work to the board for approval prior to starting committee activities.
* All committee chairs shall keep a procedure book and turn over all materials to the new chairman or president within two weeks after the school year.

Examples of Standing Committees

Membership Committee: Chair is responsible to maintain official membership roster.

Resource Development Committee: (may have sub-committees) may include Fall Fundraiser, School Supply Drive, Yearbook, Book Fair, Carnival, Box Tops.

Programs Committee; (may have sub-committees) may include Parent Education, Cultural programs,

Communication Committee: Weekly Bulletin, Newsletter, Website

Staff Appreciation Committee

Health and Safety Committee

Room Parent Committee

Tutoring Committee

Spirit Wear Committee

Concessions Committee

Hospitality Committee

Volunteer Committee

**Special Committees**

* The president shall appoint the chairs and members of special committees with the approval of the board
* Chairs of special committees are not members of the board of directors, and only attend board of director meetings when their committee work is in progress, do not vote and are not counted in the quorum for board of director meetings.
* Chairpersons present plan of work to the board for approval prior to starting committee activities.
* All committee chairs shall keep a procedure book and turn over all materials to the new chairman or president within two weeks after the school year.

Examples of Special Committees

Reflections Committee

Nominating Committee

Red Ribbon Week Committee

Book Fair Committee

Carnival Committee

Kids Voting Committee

Run/Walk Committee

Founders Day Committee

Uniform Committee

**Finances**

* This PTA shall approve its annual operating budget in the spring of each year.
* Only elected officers can be authorized to sign checks. Signers on the account should avoid signing checks made out to themselves or their family members.
* If two elected officers live in the same household they cannot both be signers on the bank account
* This PTA’s monthly bank statements shall be provided unopened to a person appointed by the board for review. The reviewer shall promptly report any concerns or discrepancies identified to the board. If there are no concerns, the reviewer shall initial and date the account statement and provide them to the Treasurer.
* All requests for checks should be made through a “Check Request” form. A receipt or invoice must be provided.
* All request for checks must be submitted by June 1st or they will be considered a donation.
* Requests for money for cash boxes must be submitted seven days in advance. Request must indicate the event and date. Also include any special instructions i.e. number of tens, fives, etc.
* Do not leave PTA funds at the school.
* Should the PTA receive an NSF check, a service fee in the amount of $25 will be charged in addition to any fees imposed by the PTA’s bank. If the NSF check(s) are not paid for by June 1st, then the PTA will not accept any checks from this individual in the future.

The Standing Rules were adopted by a majority vote of the general membership on \_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed by PTA President, Secretary and school principal.