

# Standing Rules

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## 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 board decisions;
- ❖ are adopted and/or amended by a majority (more than half) vote of the PTA/PTSA board; and
- ❖ are unique to each specific PTA and do not need to be sent to the state or district offices.

## Examples:

*Bylaws* state how many general meetings of the association are held.

- *Standing rules* tell when and what time these meetings are held.

*Bylaws* give the number of officers for a specific PTA.

- *Standing rules* give the specific officers' duties and list the standing committees.

*Bylaws* state that a PTA must conduct the parent representative election to the SBDM Council.

- *Standing rules* give the specifics of carrying out the election.

## Standing rules can include defined procedures for the following:

1. Provisions for a yearly transition/leadership meeting, monthly meetings with the principal and when the board meetings will be held.
2. Detailed directives for conducting the election of the parent members of the school based decisions making (SBDM) council (see the SBDM Parent Handbook).
3. Guidelines for serving on the budget and on the audit committees and how the committee members are selected, if not in the bylaws (example: the treasurer should chair the budget committee but does not serve on the audit committee).
4. Provision for notification when an officer or other board member cannot attend a meeting and for removing/replacing an officer or other board member who misses a certain number of meetings without a reasonable excuse.
5. Process for officers and other board members to submit plans of work for approval.
6. Provisions for teacher representation on the board and student representation on the PTSA board.
7. Guidelines for delegates/members who may attend Kentucky PTA meetings and trainings, your district meetings and other events at your PTA's/PTSA's expense\*\*
8. Policy regarding handling money and who the check signers will be (best to have three—usually president, treasurer and one other officer).
9. Provisions for expense reimbursement for officers and other board members\*\*

**\*\*Note: All financial items (costs) must be included in your PTA's/PTSA's annual budget.**

# Sample Local Unit Standing Rules

## Main Street Elementary School PTA Standing Rules

### Article I: Board Meeting

**Section 1.** Board meetings will be held \_\_\_\_\_. (Example: The 2nd Tuesday of each month at 7:00pm)

**Section 2.** All board members, officers and chairmen are expected to attend all board meetings. Should a board member miss 2 consecutive meetings without reasonable excuse, his office or chair may be declared vacant by a majority vote of the board. The board shall appoint a person to fill the vacancy.

### Article II: Officers

**Section 1.** The first vice president shall serve as program chair, working with other chairs when appropriate to plan the yearly program schedule and details.

**Section 2.** The second vice president shall serve as membership chair and conduct a membership drive in August/September and promote membership throughout the year.

**Section 3.** The third vice president shall serve as ways and means chair and plan fundraising events to meet the budget needs for the year.

**Section 4.** All officers shall keep a procedure book and turn over all materials to the newly elected officer within two weeks after the school year.

### Article III: Bylaws/Standing Rules

**Section 1.** All board members shall have a copy of the bylaws and standing rules.

**Section 2.** Both will be reviewed at the first full board meeting after the election of officers.

### Article IV: Committees

**Section 1.** The budget committee is chaired by the treasurer and is composed of the president, ways and means chair and one other member of the board.

**Section 2.** Special committees shall be appointed by the president/board with the exceptions of the nominating committee. See Bylaws.

**Section 3.** All committee chairs shall keep a procedure book and turn over all materials to the new chairman within three weeks after the school year.

### Article V: State Meetings/Trainings

**Section 1.** Board members attending state meetings/trainings shall be reimbursed after returning from conference with receipts.

**Section 2.** Leadership/Convention Expenses will be paid by the PTA for the president, treasurer, and others as funds allow.

### Article VI: Teacher Representative/Student Representative

**Section 1.** A teacher shall serve on the board. If a teacher is not elected officer or chairman, the principal shall request a teacher to serve as teacher rep with voting privileges. The teacher must be a PTA member.

**Section 2.** (For middle/high school) Two students from each grade level shall be elected/ appointed to serve as student representatives with voting privileges. These students must be PTSA members.

### Article VII: Training

**Section 1.** At least one board member will attend convention/leadership yearly.

**Section 2.** A board training offered by the district or state shall be scheduled in the year of a newly elected president or at least every other year.

**Note: Not all areas apply at all schools. These are samples only. Don't include a topic that cannot be applied fairly and consistently.**