

Mayo Demonstration School Unit Standing Rules

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 with thirty (30) days notice (Refer to Article XI, Section 1 of the Uniform Unit Bylaws). Standing Rules may be amended or suspended by a two-thirds (2/3) vote without notice.

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 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 your PTA unit wishes to have.
3. Article VI, Section 3:
Specify the month in which new officers will be elected into office during the general meeting.
4. Article VI, Section 4:
Specify the date on which officers assume their duties and how long their term will be.
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 4c:
Specify the other officer whose signature must be on file for the purpose of writing checks.
9. Article VII, Section 4i:
List of other duties of the Treasurer.
10. Article VIII, Section 3:
List other members of the Board of Directors.
11. Article VIII, Section 7:
Specify the number of days in advance that the President needs to notify officers of a specially called meeting.
12. Article IX, Section 2:
List the standing committees, including information about duties and membership.
13. Article IX, Section 3:
Specify the term of office for standing committee chairs.
14. Article XI, Section 1:
Specify the months, dates, and number of general membership meetings.
15. Article XI, Section 2:
Specify the number of days in advance that the general membership must be notified of a specially called meeting.
16. Article XI, Section 3:
Specify the month in which your PTA shall conduct its annual meeting.
17. Article XI, Section 5:
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 XII, Section 2:
Specify how delegates and their alternates are selected if your unit belongs to a council.

19. **Article XIII, Section 2:**
Specify the process for selecting delegates and alternates for attendance at the State PTA Convention.

STANDING RULES FOR MAYO DEMONSTRATION SCHOOL

#	Bylaws Reference	Action	Requirement from Bylaws	Local Unit Standing Rule
1	Article V, Section 4	required	Annual membership dues are:	\$5.00
2	Article VI, Section 2	if applicable	Additional elected officers include:	Co-Treasurer President Elect Immediate Past President Co-Vice President Parliamentarian
3	Article VI, Section 3	required	Officers shall be elected at the general membership meeting held in (specify month):	May of each year
4	Article VI, Section 4	required	Officers shall assume their official duties on (specify date):	July 1 of each year
		required	Officers shall serve for a term of (specify period of time):	One Year; no more than two consecutive years in the same office
5	Article VII, Section 1b	if applicable	Additional duties of the President include:	N/A
6	Article VII, Section 2c	if applicable	Additional duties of the Vice President include:	Ways and Means
		if applicable	The duties of additional Vice Presidents are (include title and duties):	N/A
7	Article VII, Section 3f	if applicable	Additional duties of the Secretary include:	N/A
8	Article VII, Section 4c	required	Specify which other officer must have their signature on file for writing checks:	President
9	Article VII, Section 4i	if applicable	Additional duties of the Treasurer include:	N/A
10	Article VIII, Section 3	if applicable	Other members of the Board of Directors include:	Principal, Standing Committee Chairpersons, School Representative (designated by principal)
11	Article VIII, Section 7	required	Specify how many days notice must be given to the officers of a specially called meeting:	5 Days

STANDING RULES FOR MAYO DEMONSTRATION SCHOOL

#	Bylaws Reference	Action	Requirement from Bylaws	Local Unit Standing Rule
12	Article IX, Section 2	if applicable	List your standing committees. Include information about duties and membership:	Listed below
13	Article IX, Section 3	if applicable	Standing committee chairs shall serve for a term of (specify period of time):	One year
14	Article XI, Section 1	required	List the months, dates and number of general membership meetings:	October 8, 2013, February 11, 2014 Two
15	Article XI, Section 2	required	Specify the number of days in advance that the general membership must be notified of a specially called meeting:	5 days
16	Article XI, Section 3	required	The annual membership meeting where officers are elected shall be held in:	May of each year
17	Article XI, Section 5	required	Specify the size of quorum that must be present to transact business at a general membership meeting:	10 members
18	Article XII, Section 2	if applicable	Specify how council delegates and their alternates are selected:	By election
19	Article XIII, Section 2	required	Specify how convention delegates and their alternates are selected:	Board election

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Mayo Demonstration School PTA Standing Committees

Council Delegate
Corresponding Secretary
Directory
Auction
Volunteer Coordinator
Newsletter
School Supplies
Snack