Unit Standing Rules Guidelines/Procedures

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

Definition of Standing Rules: They are an extension of your bylaws. They define procedures and relate to details of the administration of your organization. Standing Rules **cannot** conflict with the bylaws. Standing Rules must be voted on and adopted by a majority vote of the general membership. (Refer to Article XII, Section 1 of the Uniform Unit Bylaws) Standing Rules may be amended or suspended by a two-thirds (2/3) vote.

We recommend the following information be included into the local PTA/PTSA standing rules.

1. Article V, Section 4: Specify the amount of annual dues to be paid by each member which will also include the National and State portions.
2. Article VI, Section 2a: Any other officers which a local PTA unit wishes to have, with the exception of the officers stated in the bylaws shall be stated in the standing rules.
3. Article VI, Section 2b: Determine the month in which new officers will be elected into office during the general meeting.
4. Article VI, Section 2c: Determine the date in which officers assume their duties and how long the term will be.
5. Article VII, Section 1d: 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 3d: List other duties of the secretary.
8. Article VII, Section 4d: Define the other officer who needs to have their signature on file for the purpose of writing checks.
9. Article VII, Section 4i: List other duties of the treasurer.
10. Article VIII, Section 1a: List other members of the Board of Managers.
11. Article VIII, Section 2: Specify the number of days in which the Board of Managers needs to notify membership of a special called meeting.
12. Article XII, Section 1: Specify the months, dates, and number of general membership meetings.
13. Article XII, Section 3: Determine the month in which the local PTA unit shall conduct its annual meeting.
14. Article XII, Section 5: 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 has to 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.
15. Article XIII, Section 2: List the delegates and their alternates if your unit belongs to a council.
16. Article XIV, Section 1b: Definition of conducting selection process of delegates and alternates for attendance of the State Convention.
17. Article XV: Indicate the actual date for the units twelve (12) month period.