

# SAMPLE STANDING RULES

This sample set of standing rules contains items that PTAs may typically include and is designed as a guide only. Use whatever information is pertinent to your unit. Add and delete items as needed. Standing rules should be reviewed annually and revised as needed. The original adoption of standing rules takes only a majority vote. Once adopted, standing rules become “previous action” and may only be changed, rescinded, or suspended by a majority vote with previous notice, or a 2/3 vote without previous notice.

## PART 1: ADMINISTRATION

### A. Board of Directors (BOD) Duties

1. BOD members shall attend all regular and special meetings of the BOD, assigned committee meetings, and general membership meetings. Failure to attend three consecutive BOD meetings without being excused is grounds for removal from the board. If unable to attend meetings, notify the president. BOD members who fail to attend meetings, for which a financial obligation has been made and without cancellation of reservations, will be billed for the cost.
2. Any BOD member attending workshops, conventions, or conferences funded by the PTA shall file a written report with the Executive Board.
3. BOD members shall assist at General Membership meetings as the president requests.
4. Procedure binders shall be kept current. At the end of the term of office, the binders are turned over to the incoming officer or chairmen of the committee.

### B. Meetings

1. Board of Directors meetings shall be held on \_\_\_\_\_.  
Meetings shall begin at 7:00 PM and adjourn no later than 9:00 PM.
2. General membership meetings shall be held on \_\_\_\_\_.
3. Minutes shall be sent to the president within ten days after the meeting.
4. Agendas will be distributed at all meetings.

### C. Finances

1. When authorized purchases are made for the PTA, an Expense Form shall be completed and forwarded to the treasurer within 10 days of receipt of the bill.
2. The PTA shall pay expenses for the BOD to attend Louisiana PTA leadership training events and National PTA conventions, as funds are available. The board will approve all delegates and will reimburse the driver for mileage and tolls in a manner consistent with IRS Charitable-Use Deductions. Each delegate will be reimbursed a maximum of 25/day for state convention and \$35/day for National convention to cover the cost of meals. All delegates who attend any leadership training will submit a written report and receipts for reimbursement at the next BOD meeting.
3. There shall be at least 3 PTA programs for each fundraising event.

D. Insurance: The treasurer shall purchase liability and bonding insurance on a yearly basis. Carrier of coverage to be determined by the BOD.

E. Elections: Immediately following elections, the president shall have each BOD member submit their contact information to Louisiana PTA at [LouisianaPTA.org/register](http://LouisianaPTA.org/register).

## PART 2: STANDING COMMITTEES

A. Duties: Develop a plan of work to present to the executive board for approval; Provide articles for the newsletter; Maintain a procedure book.

B. Plan of Work shall contain the following elements: Committee name, Chairman's name and telephone number, Names of committee members, Goals for the year, Activities to accomplish goals, Anticipated expenses

C. Standing Committees and Responsibilities.

1. Cultural Arts: Promote the National PTA Reflection program; Plan for student programs throughout the year
2. Legislation: Study legislation at the local, state, and national levels that pertain to children and youth and/or educational matters; Present the state and national legislative program to the membership; Draft testimony to reflect the position of the PTA
3. Membership: Share goal for the year with the school community; Establish dates for main drive and prepare materials for collecting and recording dues, etc.; Turn over money collected immediately to the treasurer; Maintain list of names and addresses of members to be forwarded to the state; Distribute membership cards to all members
4. Hospitality: Arrange for refreshments at all executive board and general membership meetings; Arrange luncheon for teachers during Teacher Appreciation Week
5. Program: Plan programs for parents for general membership meetings: Contact presenters and send confirmation note: Arrange for Audio-visual equipment, etc., if needed; Send thank you notes
6. Newsletter: Publish the newsletter (monthly); Arrange for distribution to all members
7. Fundraising: Plan fundraising activities according to the approved budget; Review contracts and forward to the president for signature; Gather information and establish a file on potential fundraisers; Review fundraisers to assure all legal/ethical requirements are met; Turn funds over to treasurer each day of the activity

Adopted at the \_\_\_\_\_(date) meeting of the \_\_\_\_\_(name) PTA  
\_\_\_\_\_(board or general membership).

Other sections that might be included How elections are conducted and who makes up ballots, who will count ballots, etc; Criteria for receiving and giving awards; Specific officer duties with language found in bylaws.