

# Procedures (Standing Rules)

**Procedures (Standing Rules) are essential.** They are a cumulative record of the association's experience and serve as a guideline for current and future officers and chairmen.

Procedures are details of monthly PTA work that may be changed from year to year or from meeting to meeting. Procedures complement bylaws by providing details not outlined there. Together, the bylaws and procedures provide for the authority and administration of the affairs of the PTA.

Procedures are adopted and may be amended at any regular meeting of the **executive board** by a majority vote of members present and voting with prior notice; otherwise, a 2/3 vote is needed. Additional procedures may be adopted by a majority vote. They can be suspended for the duration of any session by a majority vote.

Procedures should be amended automatically to conform to New York State PTA and National PTA bylaws. They should be considered a living document and be constantly updated in accordance with the procedures adopted at any meeting.

## Procedure Books

**A procedure book is a resource file containing basic information.** An effective procedure book is a loose-leaf binder which can easily accommodate additions and, in periodic house cleanings, deletions.

In order to keep records current, it is a good idea to note at the end of each description the date that it was adopted by affirmative vote, and/or the date it was revised. These notations could look like this:

Date Adopted \_\_\_\_\_

Date Revised \_\_\_\_\_

## Officers

The officers of your association are determined in the bylaws in Article VII, Section 2a. Usually they will consist of a president, vice president(s), secretary (recording and corresponding), and a treasurer.

### **Council delegates are part of your executive board**

If you have a council in your district, your unit bylaws will indicate the number of delegates and how they are chosen. While council delegates may be elected, (according to your bylaws) they are not officers. It is their responsibility to attend Council meetings and report back to the Executive Board and Membership.

### **While PTA encourages student participation and leadership,**

New York State law requires that the office of president, recording secretary (or secretary), and treasurer be filled by a person at least 18 years of age. Any vice president under the age of 18 may aid the president but may not perform any of the duties of the president.

### **Writing Procedures is Easy!**

**In Section 7 of the NYS PTA Resource Guide there are "sample procedures" to assist you in writing procedures for your unit or council.** You might find that some of the examples or suggestions given fit your unit or council as written; if so, feel free to copy them. Or you can add or delete as needed in order to make these procedures unique to your association.

If your unit or council does not have procedures and would like to create them, you can assign that task to the bylaws committee or a small, special committee created to write procedures. Once written, procedures should be presented to the executive board for adoption.

# Sample procedures (standing rules) for units and councils.

Adapt for your own use.

## PRESIDENT

(Refer to Bylaws, Article VIII, Section 1)

### The president shall:

1. Prepare an agenda for each meeting with the assistance of the recording secretary.
2. Preside at all meetings.
3. Call meetings to order on time and proceed with the business.
4. Maintain a fair and impartial position at all times.
5. Vote when voting is to be by ballot or to make or break a tie.
6. Have a copy of the association's current state-approved bylaws at every meeting.
7. Prepare the calendar for the year with the executive committee.
8. Coordinate the work of the executive committee and chairmen so that the goals of the PTA are realized.
9. File signature at bank where the funds are deposited and can sign checks with the treasurer.
10. Sign all contracts for the association with name and title (president).
11. Share all National, state, and region PTA mailings and other information with all unit/council members, especially the appropriate chairmen.
12. Complete year-end Local Unit Report Form received from State PTA office and return to the Region PTA Director in a timely manner.
13. See that the name, address, and telephone number of the succeeding-year president are sent to the Region PTA Director by June 15th or as soon as possible.
14. Notify the Region PTA Director of any change of address.
15. Appoint committees to select recipients of Honorary Life Membership Award, Distinguished Service Award, and/or other awards to be presented.
16. Attend PTA region and state leadership training workshops and encourage board members to attend.
17. Represent the association at PTA region and state functions or assign an alternate.

## CO-PRESIDENTS

*If the unit/council has elected co-presidents, the duties of the office of president are then shared. The duties and responsibilities of each co-president must be clearly designated. Co-presidents share the responsibility and are held accountable for the decisions of both individuals.*

Co-presidents are two people sharing one position. Only one may vote. In the event of the resignation of one, no vacancy occurs.

### These are some of the decisions that must be made:

Which "co"....

- Presides at meetings?
- May sign checks?
- Approves expenditures?
- Signs contracts for the association?
- May legitimately incur reimbursable expenses?
- Assumes the responsibility of making appointments assigned to the president in the bylaws?
- May call special meetings?
- Shall be an ex officio member of committees?
- Is the spokesman for the association?
- Receives the mail from state and National PTA?
- Is first contacted in case of a problem?
- Serves as the delegate to region and state PTA functions and state and National PTA convention?

How does the election of co-presidents affect the role of the vice president? If it is the responsibility of the vice president to "act as an aide to the president," what is the role of the co-president?

## Sample procedures (standing rules) for units and councils.

Adapt for your own use.

### **PRESIDENT-ELECT**

(Refer to Bylaws, Article VIII, Section 1)

**If the unit/council has made the decision to elect a president-elect, a list of duties of that position should be included in your procedure book:**

**The president-elect shall:**

1. Act as an aide to the president.\*
2. Preside at meetings of the association when the president is unable to attend.\*
3. File signature at bank where the funds are deposited as an alternate signer of all checks with the treasurer.
4. Represent the association at PTA region and state functions/meetings the president cannot attend.
5. Attend PTA region and state leadership training workshops.
6. Chair the committees to select candidates for state and region PTA awards.
7. Receive the additional mailing available from state or region PTA.
8. Be the coordinator of all chairmen.

\*As these duties are normally duties of the first vice president, the necessary adjustments must be made between the duties of these two offices.

### **VICE PRESIDENT(S)**

(Refer to Bylaws, Article VIII, Section 2)

If your PTA has more than one vice presidency, a member may be elected to a particular office by number or job title: first vice president, second vice president, third vice president, etc. or VP Programs, VP Legislation, VP Ways & Means. You would then list here any particular requirements (parent, teacher, student) or duties and the designated order for each office. As an example:

**The first vice president shall be a parent and shall:**

1. Act as an aide to the president.
2. Preside at meetings of the association when the president is unable to attend.
3. Represent the association at meetings the president cannot attend.
4. Not be ex officio of any committee in the president's absence.
5. Serve notice of election to the executive board or assume duties for the remainder of the term when a vacancy occurs in the office of president (Refer to Bylaws Article VII, Section 4).

**The second vice president shall be a teacher and shall:**

1. Serve in the place of the first vice president when necessary (i.e., act as an aide to the president, preside at association meetings when the president and first vice president are unable to attend, and represent the PTA at meetings to which assigned).
2. Act as a liaison to the teachers.

**The third vice president shall be a student and shall:**

1. Be a liaison between the student body and the PTA.
2. Encourage student membership and participation in PTA.

**The duties of any additional vice presidents** should be stated as above, adding any specifics attached to the position such as:

- Coordinate the programs scheduled for the year.
- Coordinate the work of the chairmen and report to the president.
- Complete and submit the Phoebe Apperson Hearst - National PTA Excellence in Education Partnership Award application.
- Submit application for applicant to the Stanley Marcus Humanitarian Award
- Update PTA news each month on the PTA bulletin boards in the teachers' lounge and school lobby.

## Sample procedures (standing rules) for units and councils.

Adapt for your own use.

### **RECORDING SECRETARY**

(Refer to Bylaws, Article VIII, Section 3)

**The recording secretary shall:**

1. Assist the president with preparation of the meeting agenda by providing a list of unfinished business.
2. Bring to each meeting the following:
  - a) Copy of the association's current state-approved bylaws and the procedures
  - b) List of members
  - c) Agenda
  - d) Minutes of the previous year, including the treasurer's reports
  - e) List of all committees, their chairmen and members
3. Record minutes at executive committee, executive board, and association (general membership) meetings.
4. Send names and addresses of elected officers to the PTA Region Director immediately following the election.
5. Maintain a permanent printed file of minutes, committee reports, membership lists, and records of the association.
6. Indicate in the minutes the name of the officer who performed the monthly reconciliation of the bank statement.

#### **Other additions to consider:**

Exactly how do you want minutes recorded and presented?

*Association minutes shall be:*

- *printed and distributed at the next meeting. OR*
- *printed and mailed \_\_\_\_\_ days before the next scheduled meeting. OR*
- *published in newsletter after approved. OR*
- *recorded by hand and presented verbally.*

Do you want names and addresses of officers or standing committee chairmen distributed?

*A directory of the PTA executive board (officers and committee chairmen) shall be compiled and:*

- *distributed to the members of the association.*
- *distributed to the executive board.*
- *posted on the PTA bulletin board.*

Should the attendance record of board members be recorded?

Should the recording secretary provide copies of the agenda for distribution at meetings?

### **CORRESPONDING SECRETARY**

(Refer to Bylaws, Article VIII, Section 4)

**If the PTA does not have a corresponding secretary, these items would be added to the position of (recording) secretary.**

**The corresponding secretary shall:**

1. Conduct correspondence of the association as directed by the president, the executive board, or the association. Keep membership informed of all correspondence received.
2. Send notices of all meetings to executive committee and executive board members.
3. Prepare for distribution to the membership all notices of association (general membership) meetings.
4. Maintain an up-to-date file of all correspondence.

# Sample procedures (standing rules) for units and councils.

Adapt for your own use.

## **TREASURER**

(Refer to Bylaws, Article VIII, Section 5)

### **The treasurer shall:**

1. Be custodian of ALL funds.
2. File new bankcards when the new officers assume office, indicating that two signatures are required on all checks.
3. Include the following in report at all meetings:
  - a. Balance on hand in all accounts at the beginning of the period covered by the report.
  - b. Total receipts and disbursements in all accounts.
  - c. Total balance on hand on date of report.
4. Have bank statement reconciled monthly by an officer who has not signed checks during that period.
5. Report at the meeting of the association the name of the person who reconciled the bank statement.
6. Keep an accurate and detailed account of all monies received and disbursed.
7. Receive all monies for all accounts and give a receipt after verifying amount.
8. **Pay all bills by check.** Make no disbursements without proper receipts and only for approved expenditures.
9. Keep president advised of financial transactions.
10. Present budget report to president every three months or as requested.
11. Alert executive board to budget lines near depletion as well as those over budget.
12. Include PTA name and code number on all checks submitted to region, state, and National PTA.
13. Submit insurance premium to the PTA state office by June 1.
14. Submit the state and National PTA portion of dues collected to the PTA state office indicating units name and code number with accurate membership count.  
**First payment must be submitted by November 1** and subsequent payments made thereafter. **Final payment must be in state office by March 31.**
15. Keep the record of state and National PTA's portions of dues separate from the record of unit's general fund.
16. Pay council dues (if a member unit) as required by council bylaws.
17. Deposit all funds received in PTA account immediately following an event. For night functions arrange for a night deposit drop, if possible.
18. Use PTA funds to purchase pins for retiring officers.
19. Use PTA funds to purchase a New York State PTA Honorary Life Membership for candidate(s) selected by committee.
20. Have books, records, and receipts prepared for audit at least two weeks prior to the meeting at which audit report is due (Bylaws, Article XII, Section 8).
21. Prepare a complete annual report for the annual meeting of the association.
22. Prepare and file the IRS 990 form when required, within 4 1/2 months after the end of the fiscal year.

### **You may wish to address these questions-**

- Should the budget be mailed to the membership before the meeting at which it will be presented for adoption?
- Should copies be made available for each member attending the meeting?
- Should the treasurer have last year's financial records available at meetings?
- The bylaws state "no fewer than three members" on the auditing committee. Do you want more and if so who should those members be?

# Sample procedures (standing rules) for units and councils.

Adapt for your own use.

## EXECUTIVE COMMITTEE

(Refer to Bylaws, Article IX)

If there is no quorum, a meeting will be considered for conference purposes only. A quorum may be a simple majority.

**Executive committee members shall:**

1. Attend all unit/council meetings.
2. Attend region and state PTA workshops and conferences for leadership training at PTA expense.
3. Appoint chairmen of standing committees in cooperation with the president.
4. Make recommendations to executive board for programs, calendar, and other actions deemed necessary.
5. Meet at the call of the president or a majority of committee members.
6. Prepare calendar with the president.
7. Notify president when unable to attend meeting.
8. Perform duties as assigned from time to time.
9. Perform bank reconciliation when appropriate.

**You might wish to list how information is kept and shared:**

*For example:*

“A folder containing material and information needed for the job shall be kept by each executive board member and passed to his/her successor. It shall contain:

- a) National PTA publications pertinent to the position
- b) State PTA *Resource Guide*, bylaws, and publications pertinent to the position
- c) Approved plan of work of chair
- d) List of executive board members—names, addresses, and phone numbers
- e) Name, address, and telephone number of council and/or PTA region counterpart”

## EXECUTIVE BOARD

(Refer to Bylaws Article X)

The executive board shall consist of the executive committee, the principal (if so indicated in the bylaws), the council delegate(s) (if applicable), and the chairmen of the following standing committees:

This is a suggested list. Your unit/council might choose to have some or all of these or any others that might fill the needs of your community.

Arts-in-Education	Parent Involvement
Bylaws	PARP
Education	Program
Legislation	Reflections
Membership	Safety
Newsletter Editor	Ways and Means

**The executive board shall:**

1. Hold an associational meeting to:
  - a) Set dates for executive board and association (general membership) meetings
  - b) Plan programs with appropriate chairmen such as parent involvement, PARP program, Arts in Education, ways and means, etc.
2. Review and submit the proposed budget to the association (general membership) for approval.
3. Present a report at meetings of the association (general meetings).
4. Appoint an audit committee according to the provisions in bylaws (Article X, Section 4f.).
5. Appoint a budget committee, chaired by the treasurer, to prepare the budget, to be presented to the association (general membership) for adoption at the \_\_\_\_\_ meeting (as designated in bylaws).
6. Attend unit/council meetings.
7. Attend region and state PTA workshops and conferences for leadership training at PTA expense.
8. Notify the president when unable to attend a meeting.
9. Be prepared to report at executive board and association (general membership) meetings when appropriate. If unable to attend meeting at which report is due, arrange for the report to be available at meeting.
10. Perform other duties as assigned.

**Sample procedures (standing rules) for units and councils.**  
**Adapt for your own use.**

## **VACANCIES**

(Refer to Bylaws, Article VII, Section 4)

**A procedure should be written outlining the steps to be followed when an officer is unable to serve a full term.**

1. When an officer is unable to complete the term:
2. A letter of resignation shall be sent to the president.
3. The date on which the resignation was accepted by the executive committee shall be noted in the minutes.
4. The president shall issue notice of an election meeting to the executive board within \_\_\_ days upon receiving a letter of resignation.

If the president is resigning, the letter shall go to the first vice president who shall, by the method indicated in the bylaws, fill the vacancy.

If the first vice president is to assume the office of the president, notice of the election to fill the vice presidency would be served.

The executive board will hold an election at its next meeting.

Consider noting who would perform the duties of the vacant office (other than president) until the election is held.

## **IMMEDIATE PAST PRESIDENT**

Since the role of the immediate past president is an advisory one, that individual is a member of the executive committee or the executive board only if so indicated in the bylaws. The participation of the past president should be helpful but should not interfere with the new president's methods. The past president should not impose her personal philosophy on the new administration.

**The immediate past president shall:**

1. Serve in an advisory capacity giving advice based upon experience when called upon.
2. Act in a helpful manner.
3. Assume an active role on the board at the request of the new president.

## **NOMINATING COMMITTEE**

(Refer to Bylaws, Article VII, Section 3)

While the bylaws clearly state that the members of the committee will be elected, the exact number of members for the committee, that the committee will be elected at least X number of days prior to the election meeting, and how the chair shall be elected, your procedures can be more specific such as:

1. In which month the committee will be elected (e.g. in November).
2. When or if the committee shall report other than at the election meeting.

**The chair of the nominating committee shall:**

1. Set the date, time, and site of the meeting, giving consideration to availability of members. The date and time shall be known only to the committee members and all deliberations shall be kept in the strictest confidence.
2. Make sure that each member of the committee receives a copy of the bylaws, procedures and job descriptions.

In accordance with the bylaws, the report of the nominating committee must be presented at the election meeting; the procedures may have the committee:

1. Report at the meeting prior to the election.
2. Publish the slate of nominees on the PTA bulletin board \_\_\_\_\_ days prior to the election meeting.
3. Publish the slate of nominees in the PTA newsletter.

If the bylaws provide that the executive board members of feeder schools are eligible for nomination to office, the procedures might indicate that the nominating committee chair will contact the president of each feeder school for a list of any eligible members and bring that report to the nominating committee.

## **Sample procedures (standing rules) for units and councils.**

**Adapt for your own use.**

### **COMMITTEES**

**(Refer to Bylaws, Article XII)**

**Standing committee chairmen shall:**

1. Keep an up-to-date folder (notebook) detailing all work accomplished.
2. Keep a copy of approved plan of work.
3. Undertake no work without prior approval.
4. Obtain prior approval on all expenditures.
5. Have all communications - fliers, press releases, newsletters, testimony, and public comment letters- by the president.
6. Submit receipts of all expenditures to treasurer before payment is received.
7. Count all income received with a second person, submit immediately to treasurer, and obtain a receipt after amount has been verified.
8. Submit all bills immediately to the treasurer for payment.
9. Notify president of all committee meetings to be held.
10. Prepare final report for presentation at the annual meeting.
11. Pass all committee records and books to successor within \_\_\_\_ days of the end of term of office.
12. Not sign any contracts. All contracts must be signed by the president.

Additions to consider:

- Should additional funds be needed by any committee, the chair shall prepare a report and request a budget amendment at an association (general membership) meeting.
- File building-use form(s) when necessary (include where to get them and how to file).
- Chair should hold a follow-up meeting when activity is finished to discuss suggestions, improvements.
- Send a report to recording secretary and/or historian.
- Set a meeting with incoming chair to transfer all committee records.

### **MEMBERSHIP CHAIR**

**(Refer to Bylaws, Article VI)**

**The membership chair shall:**

1. See that a membership drive is conducted throughout the year.
2. Give all dues to the treasurer immediately and obtain a receipt after verification of amount.
3. Include membership count with dues to insure accurate payments of state and national dues.
4. Provide the secretary with an updated membership list for all meetings.
5. Return all unsold membership cards (including those mutilated, voided, or signed) to the PTA region membership chair by March 31.

According to state PTA bylaws, the payment of dues shall constitute membership and immediately entitle an individual to participate and vote in regular and special meetings of the association.

You may add stipulations as to when membership will be sold; i.e., After October 31, "membership cards will be available for purchase at the conclusion of executive board and association (general membership) meetings."

### **COUNCIL DELEGATES**

**(Refer to Bylaws, Article XIII)**

**Council delegates shall:**

1. Attend all council, executive board, and association (general membership) meetings.
2. Represent the unit in the council voting body.
3. Present all issues requiring an instructed vote to the association (general membership).
4. Report the outcome of an instructed vote to the council.
5. Report to the council the concerns of the unit.
6. Report on all motions and decisions of the council meetings.
7. Keep a procedure book of their activities as a guide for future delegates.

**These additional questions can be answered in procedures:**

### **The Executive Board:**

1. Could review the budget and previous year's annual report at least two weeks prior to the associational meeting.
2. Prepares a list of goals for presentation to the membership at the first meeting of the school year.
3. Creates standing or special committees.
4. Approves chairmen's plans of work
5. Approves all necessary committee expenditures in line with the approved budget.
6. Determines guidelines for reassessment of board member's position if bylaws provide for required board meeting attendance (Article 10, Section 8.)
7. Appoints delegates to attend state PTA convention. How many? Who?
8. Appoints representatives to attend meetings of other associations.
9. Determines who will represent the unit or council at NYS PTA and Region PTA events. The budget should include sufficient funds for these people to attend leadership training.

### **Finances:**

1. Sunshine Fund guidelines. These funds should be voluntary donations of the members, not taken from PTA funds.
2. Specific process for appointing the audit committee.
3. Members of the executive committee (and certain chairmen) should receive publications necessary for their jobs - including subscriptions to Our Children and New York Parent Teacher magazines. This is a legitimate expenditure of PTA funds.

### **Deadlines:**

All deadlines that are needed to operate efficiently and to be in good standing as a unit or council should be set out clearly in procedures.

### **Meetings:**

1. How are sites selected? Who shall be responsible for filing "use of building permits" needed for meetings and programs?
2. How are members notified if a special meeting is called?
3. How are committee members notified of committee meetings?

### **Committees:**

1. How are standing committees selected:
  - from fliers or newsletters?
  - from bulletin board announcements?
  - from sign-up sheets?Be sure that every volunteer is contacted and given the opportunity to participate.
2. What steps should a chair follow to have the plan of work approved?
3. When and how do you evaluate the need for standing committees and make additions or deletions?

### **Notices:**

1. How are notices sent home?
2. How are notices prepared? Who is responsible for their creation? Where are copies made?
3. How are notices approved? Who secures the approval?