

Standing Rules for **Eisenhower International School**

#	Bylaws Reference	Action	Requirement from Bylaws	Local Unit Standing Rule
1	Article V, Section 4	Required	Annual membership dues to be paid by each member are:	\$5.00 per person.
2	Article VI, Section 2	Required	Additional elected officers of this PTA will be:	1 st Vice President and 2 nd Vice President (in place of a single Vice President) and PTA Delegate. Teacher Representative to be appointed by EIS staff.
3	Article VI, Section 3	Required	New officers will be elected into office during the general membership meeting held in:	May.
4	Article VI, Section 4	Required	New officers assume their duties on:	July 1st, at the beginning of the next fiscal year after they are elected.
		Required	their term will be for:	1 year.
5	Article VII, Section 1b	Required	Other duties of the President are:	None.
6	Article VII, Section 2c	Required	Other duties of the 1 st Vice President are:	Oversee communications. Other duties as directed by the President. Serve as the Parliamentarian in the event none is appointed by the President.
		Required	Other duties of the 2 nd Vice President are:	Perform the duties of the 1 st Vice President in the absence or inability of that officer to serve; Serve as volunteer coordinator and chair of the homeroom representatives. Other duties as directed by the President.
7	Article VII, Section 3f	Required	Other duties of the Secretary are:	Submit final minutes of all unit meetings to webmaster for posting on EIS website. Submit agendas for unit meetings to webmaster to be posted on EIS website at least 24 hours prior to such meeting.

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8	Article VII, Section 4c	Required (new)	The members of the Budget committee will be:	Appointed by the Board of Directors, and shall include President.
9	Article VII, Section 4d	Required	Officers who must sign checks:	Treasurer and either President or 1 st Vice President. In the absence or incapacity of the Treasurer, the President and the 1 st Vice President may sign checks.
10	Article VII, Section 4j	Required	Other duties of the Treasurer are:	Make a full financial report at the Board meeting at which new officers assume their duties.
	Article VIII, Section 3	Required	Other members of the Board of Directors are:	Principal, Chairs of Standing Committees, Delegate to the Tulsa Council of PTAs, and Teacher Representative.
12	Article VIII, Section 5	Permissive	Other duties of the Board of Directors include:	Approve additional unbudgeted expenditures up to \$500 each.
13	Article VIII, Section 6b	Required	The Board of Directors will be given ____ days notice of a specially called board meeting:	1.
14	Article VIII, Section 7	Required (new)	A Board of Directors meeting requires ____ members to be present to establish a quorum to transact business.	5, including at least one of the following: President, 1 st Vice President, or 2 nd Vice President.
15	Article IX, Section 2	Required	Standing committees and duties for this PTA are:	Alumni Relations Committee - Build and manage alumni relations as directed by the Board of Directors, Fund Development Committee - Oversee fund development and fundraising activities of this PTA as directed by the Board of Directors, Hospitality Committee - Oversee hospitality activities of this PTA as directed by the Board of Directors,, Membership Committee - Oversee membership activities of this PTA as directed by the Board of Directors, Programs Committee - Oversee program activities of this PTA as directed by the Board of Directors.

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16	Article IX, Section 3	Required	Standing committee chairs shall serve for a term of:	1 year.
17	Article X, Section 1	Required	This unit will hold:	Regular monthly general membership meetings during the school year, the dates and times of which shall be determined by the Board of Directors and announced at the first regular general membership meeting of the school year; provided however, that the Board in its discretion may elect to cancel or not to schedule a meeting in any month in which there is no business to transact or in which it believes a quorum will not be present as long as at least two regular meetings are held each semester.
18	Article X, Section 2	Required	The general membership will be given ___ days notice of a specially called general membership meeting:	3.
19	Article X, Section 4	Required	A general membership meeting requires ___ members to be present to establish a quorum to transact business:	25.
20	Article XI, Section 2	Required	Council delegates and their alternates are selected by:	Election by this PTA unit at the general membership meeting at which officers are elected. Any alternates shall be appointed by the Board of Directors..
21	Article XII, Section 2:	Required	The PTA delegates and alternates representing this PTA at the State PTA Convention will be:	President plus any other delegates or alternates appointed by the Board of Directors.