



UNT PARENT ASSOCIATION
Standard Operating Procedures

September 20, 2014

The purpose of the Standard Operating Procedures is to clarify and support the University of North Texas (UNT) Parent Association Bylaws, and establish a record of procedural decisions.

DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings, appoint any necessary chairpersons, and perform all duties pertaining to the office as prescribed by Robert Rules of Orders, Newly Revised.

Section 2. The President-Elect shall assist the President as required and in the absence of the President, shall perform all duties pertaining to that office. The President Elect will coordinate with the Division of Student Affairs Representative to secure volunteers for the finals goodie box stuffing, Sunday fun day, family weekend, and summer send off parties.

Section 3. The Vice President shall be the chairperson of membership. The Vice President will be supported by the UNT Division of Student Affairs Staff Representative who will be responsible for processing and maintaining all membership records. In addition, the Vice President will solicit and coordinate the volunteers for parent orientation.

Section 4. The Secretary shall keep a record of all actions taken at meetings of the Association and shall conduct and keep all correspondence of the UNT Parent Association, Executive Committee, and the Board of Directors as necessary. Minutes of all general meetings shall be posted on the Parent Association Web page.

Section 5. The Treasurer shall work with the UNT Division of Student Affairs Representative to review the financial records of all transactions by the UNT Parent Association. The treasurer shall report their findings of the financial standing of the Association to the Executive Committee and membership at regular intervals.

Section 6. The Historian shall keep a history of the UNT Parent Association web-based site. The Historian shall be responsible for coordinating with the UNT Parents Association the web-based site. The Historian will verify and review all membership requests, publish pictures of UNT Parents Association events on the Facebook site, assist in monitoring appropriateness of all postings and bring attention to the UNT Parents Association if such postings are not appropriate.

Section 7. The Parliamentarian shall insure that correct parliamentary procedure is used at all meetings. As Chairman of the Constitution/By-Laws committee, the Parliamentarian shall enforce and supervise revision of the Constitution and by-laws.

ELECTRONIC MEETINGS

Section 1. The Bylaws of the UNT Parent Association allow for special meetings to be called by the Presiding Officer.

Section 2. These special meetings may take place via a variety of technologies as available to members, subject to the needs of the meeting, and in compliance with these procedures.

Section 3. Each special meeting must be set in motion to address one issue only. If additional issues need to be addressed, a separate meeting for each issue must be called.

Section 4. The Presiding Officer shall send an e-mail notice to all the members stating the reason for calling the meeting and provide an agenda of the issue to be discussed.

Section 5. A minimum of 24 hours notice should be given.

Section 6. In the notice, a schedule for the meeting process should also be given to entail the length of time (number of days allotted) for discussion before a formal vote is taken.

Section 7. Informal discussion prior to the meeting being called to order is permitted.

Section 8. All discussion, questions, replies and voting should be done by replying to all so that everyone has the same information.

Section 9. A formal motion should be made before a vote is taken.

Section 10. The voting process should include For or Against at the same time (all those in favor respond "For" and those opposed respond "Against").

Section 11. A reasonable deadline should be set for the length of time board members have to respond in voting.

Section 12. At the voting deadline, the Presiding Officer will announce the result of the vote, give any other information needed and adjourn the meeting.

Section 13. The motion and the results of the vote will be read into the minutes at the next scheduled board meeting.

FACEBOOK GUIDELINES

Facebook basic ground rules to provide a productive discussion amongst UNT Parents.

- Please stay on topic of supporting UNT Parents, Students and UNT.
- Please be respectful to the UNT Parents Association. The UNT Parents Association board allocates a generous amount of their time to maintain this site to make it a fun and rewarding experience for everyone. Please be respectful in general. Personal attacks on other users, UNT Parents Association, UNT and UNT faculty/staff will not be tolerated. Personal attacks, profanity, commercial solicitations and spam will be removed from the site.
- Please ignore the trolls. There is always the possibility some Facebook users will deliberately post inappropriate or offensive comments in the thread. The best way to deal with these comments is to ignore them. We will delete these comments and ban these users.
- UNT Parents Association, on Facebook, reserves the right to delete off-topic or abusive comments, and to permanently ban users from the UNT Parents Association Facebook site.

All post will be reviewed by the UNT Parents Association Executive Board. Should any post be deemed to be inappropriate it will take three (3) executive board members approval for the post to be removed. Every effort should be made that the President be one of these three members.

NONDISCRIMINATION CLAUSE

This clause indicates that no person will be discriminated against based on race, color, religion, national origin, age, handicap, gender, sexual orientation, or veteran status or whatever is appropriate to at least meet, if not exceed, the legal requirements.