



UNT PARENT ASSOCIATION
Standard Operating Procedures

April 2026

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 shall work closely with the Parent Programs coordinator on the organization of the volunteer reception during Family Weekend.

Section 3. The Vice President shall be the chairperson of membership. The Vice President will assist the Parent Programs coordinator with the review the Parent Association's marketing materials and prepare talking points or visual aids for recruitment activities

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 and UNT Parent Association Executive Committee.

Section 5. The Historian shall keep a history of the UNT Parent Association and activities of the organization. The Historian will publish pictures of UNT Parents Association events on social media, assist in monitoring appropriateness of all postings and bring attention to the UNT Parent Association if such postings are not appropriate.

Section 6. The Parliamentarian shall ensure that correct parliamentary procedure is used at all meetings. As Chairman of the Bylaws Committee, the Parliamentarian shall enforce and supervise revision of the UNT Parent Association Bylaws and UNT Parent Association Standard Operating Procedures.

Section 7. The UNT Liaison serve as university officials who support the UNT Parent Association organization and the members of the UNT Parent Association Executive Board. The UNT liaisons reserve the right to make decisions in the best interest of the organization as employees of UNT.

ELECTRONIC MEETINGS

Section 1. The UNT Parent Association Bylaws 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 email 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.

NONDISCRIMINATION CLAUSE

The University of North Texas (UNT) prohibits discrimination, harassment and retaliation because of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status in its application, employment practices, and facilities; nor permits race, color, national origin, religion, age, disability, veteran status, or sex discrimination and harassment in its admissions processes, and educational programs and activities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.