



# CREATING STANDING RULES HANDBOOK

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## What are Standing Rules

Standing rules are the rules an organization uses to administer its affairs under the provisions of its Bylaws. A well-organized and efficient PTA should have a written set of procedures for putting its Bylaws into effect. Standing rules are more flexible than Bylaws and may be changed at any Board of Directors meeting by a majority vote if previous notice was given or 2/3 vote without previous notice.

Developing procedures is not a difficult task. Here are some simple steps to follow:

- A committee of at least three (3) people, including the chair, should be appointed to prepare the procedures.
- The committee should include experienced and knowledgeable members of the PTA.
- If there is a Bylaws chair, this assignment could fall within that chairmanship. Otherwise, a past president would be an excellent choice to chair the committee.
- Using the Bylaws as an outline, the committee should consider each article and formulate instructions for applying the article. Local PTA functions may also be outlined in the standing rules.
- There should be complete job descriptions for each officer and chair.
- It is in standing rules, not Bylaws that items such as the specific responsibilities of vice presidents should appear. Standing rules do not have to go to the general membership for approval.
- After the committee has finalized the procedures, they are presented to the Board of Directors for approval by a majority vote (half plus one of those present). **NOTE:** A quorum, as established in Local PTA Bylaws, must be present.
- After approval, standing rules should be copied made available to each board member.
- Standing rules can be amended at any Board of Directors meeting with a majority (half plus one of those present) provided a quorum has been met.

The standing rules serve as a guide and become the most valuable tool for the orientation of new board members. Well-written standing rules ensure the

orderly transfer of duties from one administration to the next.

## Questions Your Standing Rules Should Answer

- Who prepares the calendar of PTA events?
- Who approves the calendar?
- How are committee members selected? Refer to Local PTA Bylaws Article X.
- What are each chair's responsibilities?
- How are notices prepared to send home?
- Who prepares notices?
- Who approves notices?
- Who or how many attend dinners?
- What and when are all of the PTA deadlines?
- What expenses incurred by board members are paid by the PTA (Leadership Conference, dinners, etc.)?
- Who does what, when, and how?

## Sample Standing Rules

### RULE I – OFFICERS

(Refer to your Bylaws regarding Officers and their duties. Standing Rules should include only those duties and responsibilities NOT listed in your Bylaws.)

#### President

The president shall:

1. Call meetings to order on time and proceed with the business.
2. Maintain a fair and impartial position at all times.
3. Prepare an agenda for each meeting with the minutes previously provided by the recording secretary and give copy of proposed agenda to Recording Secretary.
4. Have a copy of the current NJPTA-approved, Local PTA Bylaws with him/her at every meeting.
5. Vote when voting is by ballot. In other cases, the president may vote to create or break a tie. (Do not reflect or show your vote if by voice or hand, just include your vote in the count.)
6. File his/her signature at the bank at which the funds are deposited.
7. Sign all checks with the treasurer.
8. Represent the PTA at all district or state functions when invited, or assign an alternate.
9. Appoint chairs of standing committees (if bylaw directed), or have agenda time to do so at executive meeting.
10. Coordinate the work of officers and committees so that the goals of the PTA are realized.
11. Prepare a calendar for the year with the executive committee.
12. Share all National PTA, NJPTA, and County PTA mailings and other information with all Local PTA members, especially the chairs.
13. Notify the County PTA and NJPTA of any change of address.
14. Complete the report forms from NJPTA or County PTA in a timely fashion. Return the NJPTA form for change of officers immediately following elections, or ensure that the secretary does so.
15. Sign all contracts for the association as President.

*(List other duties that are assigned by the Local PTA to the president here.)*

#### Vice Presidents

(If your PTA has more than one vice-president, you should list here any particular requirement and designated order for each.)

The \_\_\_\_\_ vice president shall:

1. Act in the capacity of an aide to the president.
2. Preside at all meetings when the president is unable to attend.
3. Attend all county or state meetings if the president is unable to do so.
4. Not be ex-officio on committees in the absence of the president.
5. If a vacancy occurs in the office of president, in the designated order, until election takes place, assume duties for the remaining term according to the Bylaws.

*(List any other responsibilities that may be assigned by your PTA.)*

The duties of each additional vice-president should be stated as they were above. Add any specific duties decided for each position.

## **Recording Secretary**

The recording secretary shall:

1. Have minutes submitted to president within 10 days of previous meeting to assist in preparation of agenda.
2. Keep minutes in a bound book.
3. Maintain a permanent file of minutes, committee reports, membership lists, and other records of the association. (These are official documents; minutes can be subpoenaed in a court of law.)
4. Bring the following items to each meeting:
  - a. A copy of the current NJPTA-approved, Local PTA Bylaws and these standing rules
  - b. A list of all members
  - c. The agenda
  - d. The minutes of the previous meeting, including the Treasurer's report
  - e. The list of unfinished business
  - f. The list of all committees, their chairs, and members

Your PTA may wish to consider the following:

1. How does your PTA want the minutes recorded? (e.g., by hand, in a bound book and presented verbally, OR typewritten and mailed \_\_\_\_ days before the next meeting, OR tape recorded, OR published in your newsletter after approval, OR typewritten and distributed at the next meeting.)
2. How do you want the board members' attendance at meetings recorded?
3. Do you want the recording secretary to type and make copies of the agenda for distribution at meetings?

## **Corresponding Secretary**

The corresponding secretary shall:

1. Read the correspondence received.
2. Send notices to members of executive committee or Board of Directors meetings.
3. Prepare for distribution to the membership all notices of general meetings.
4. Maintain an up-to-date file of all correspondence.

*(List any other responsibilities that may be assigned by your PTA.)*

## **Treasurer**

The treasurer shall:

1. Include the following information in the report given at all meetings:
  - a. Balance on hand in all accounts at the beginning of the period covered by the report.
  - b. Receipts and disbursements in all accounts.
  - c. Total balance on hand in all accounts at the end of the period covered by the report.
2. Send payment for insurance and other agency payments by the required filing dates.
3. Include the Local PTA name and number on all checks submitted to the NJPTA and the National PTA.
4. Prepare and file the 990/990-EZ/990N and Charities Registration forms when required.
5. Chair the budget committee to prepare the budget, if so stated.
6. Present the budget report to the president every three months, or as requested.
7. Alert the Board of Directors to the line items in the budget near depletion, as well as those over the budget.
8. Order and pay for, with Local PTA funds, past president's pin for the retiring president.
9. Complete and file new bank forms, when necessary.
10. Immediately following a PTA event, deposit all funds received into the PTA account.

11. Have books, records, and receipts prepared for the audit at least two weeks prior to the meeting in which the audit report is due (refer to your Local Bylaws).
12. Prepare a report for the annual meeting.
13. Pay county council dues when required.
14. Submit a copy of the Annual Audit Report to the NJPTA office immediately following the completion of the audit.

~~(List rules for any other officers in this section.)~~

## **RULE II – EXECUTIVE COMMITTEE**

Meetings will be considered for conference purposes only if no quorum is established.

The executive committee shall:

1. Attend NJPTA or county PTA leadership training programs for training.
2. Appoint chairs of standing committees in cooperation with the president and the Local PTA Bylaws.
3. Make recommendations to the Board of Directors for programs, calendar, and other actions deemed necessary.
4. Meet at the call of the president or a majority of the members of the executive committee.
5. Prepare the calendar with the president.

## **RULE III – BOARD OF DIRECTORS**

A procedure book containing materials and information needed for the job shall be kept by each Board of Directors member. The book is to be passed to his/her successor when he/she leaves the position. Loose-leaf books or binders will be used to make it easier to add or delete materials to keep contents up-to-date.

The procedure book shall contain the following information:

1. National PTA Resource Guide, NJPTA handbook and guidebooks, Bylaws, and publications pertinent to the specific position.
2. A copy of the approved Local PTA Bylaws.
3. The approved plan of work for the position.
4. The list of executive board members, including their addresses and phone numbers.
5. The names, addresses, and phone numbers of the county PTA or NJPTA counterparts.
6. Reports of predecessors with evaluations and recommendations.
7. Reports of committee meetings.
8. Copies of articles submitted to the PTA newsletters or other publications.
9. A copy of the Local PTA's standing rules.

The Board of Directors shall consist of the executive committee and *(list other members of your board, including standing committee chairs, honorary members, etc.)*.

Board of Directors members shall:

1. Attend all PTA meetings.
2. Attend county PTA or NJPTA workshops to receive training, and conferences to reinforce your position.
3. Notify the president when unable to attend meetings.
4. Be prepared to report at Board of Directors meetings and general membership meetings when necessary.
5. Perform other assigned duties.

The Board of Directors shall:

1. Hold an organization meeting to:
  - a. Acquaint each officer and chair with their responsibilities
  - b. Set dates for Board of Directors and general meetings
  - c. Plan programs with the appropriate chairs
2. Review and submit the prepared budget to the association for approval.
3. Present a report (at general meetings) of activities conducted between the meetings of the association.
4. Appoint an audit committee, according to the provisions of the Bylaws.
5. Appoint a budget committee, with the treasurer as chair, to prepare the budget to be presented to the association for adoption at the designated meeting.

Also consider the following:

1. Prepare a list of goals for presentation to the membership at their first meeting.
2. Approve chairs' plans of work.
3. Create special committees when needed. Refer to Bylaws Article X, Section 4.
4. Appoint delegates to attend the NJPTA Convention. Consider the amount to be given to the delegates for registration, meals, travel expenses, etc.
5. Appoint representatives to attend the regional conferences, workshops, county dinners, and what expenditures should be allotted.
6. Elect officers to fill vacancies and provide procedures for such. Refer to Bylaws Article VI, Section 6.
7. Keep in mind that each person should only hold one position on the board. Elected officers should not serve as standing committee chairs, if at all possible.

#### **RULE IV – NOMINATING COMMITTEE**

The procedures for electing committees are outlined in your Local PTA Bylaws. Your standing rules can be more specific as to how the elected nominating committee members should perform their tasks.

The nominating committee shall:

1. Meet as soon as possible following their election.
2. Review Bylaws to confirm election dates.
3. Gather nominations for each office due for election. Describe how they should do this (via flyer or letter sent home to each PTA member). Compose the letter with the date that nominations should be returned to the committee.
4. Meet to elect the nominees after the nomination forms have been returned.
5. Check to see that the nominee is still interested, and request to have his/her permission to be nominated in writing.
6. Report the proposed nominations to the president for information only.
7. Prepare a written report to be presented at the designated meeting (according to the Bylaws).
8. The chair of the committee will present the report at the designated general membership meeting, giving a written copy of the report to the president at that time.

The committee may want to consider sending the nomination information to a feeder school (e.g., elementary school to middle school, or middle school to high school).

#### **RULE V - COMMITTEES**

Standing committee chairs shall:

1. Keep an up-to-date procedure book, which details the work done throughout the year.
2. Keep a copy of the approved plan of work.

3. Undertake NO work without prior approval.
4. Obtain prior approval for all expenditures.
5. Submit receipts of all expenditures to the treasurer.
6. Count, with a second person, all income received at functions.
7. Forward all monies to the treasurer immediately following the counting, and obtain a receipt for the same.
8. Submit all bills immediately for payment, having the check made payable to the vendor.
9. Notify the president of all committee meetings to be held.
10. Prepare a final report for presentation at the annual meeting.
11. Pass all records and books to your successor within \_\_\_\_\_ days of the end of your term.
12. NOT sign any contracts.

Additions you may want to consider:

1. Determine what budget, if any, your committee has and stay within its limits.
2. File building use forms when necessary. Obtain information on how to get them and where to file them.
3. Hold a follow-up meeting after the committee has completed its job or program. Discuss input, comments, and suggestions for the report.
4. Send a report to the recording secretary and/or historian.
5. Set a meeting with the incoming chair to transfer all business of the committee.

*Specific chairs' (e.g., membership chair, hospitality chair, etc.) responsibilities may be listed in this area or as separate rules.*

## **RULE VI – AMENDING PROCESS**

1. A special committee shall review these standing rules at least once during each administration.
2. Standing rules may be adopted without previous notice by a majority vote at any business meeting of the executive board. These standing rules may be suspended by a majority vote, or they may be amended or rescinded by a 2/3 vote at any meeting, or by a majority vote with previous notice.