

Standing Rules Review Checklist

Expedite the process by following these steps.

1. Read the [Sample Standing Rules](#) and review this checklist.
2. Remove **X** language (see below).
3. Include **✓** language (see below).
4. Fix the formatting & save as a Microsoft WORD document.
5. Top 3 reasons standing rules are being returned UNAPPROVED
6. Give notice and seek approval.



Standing Rules should **NOT**:

- **Repeat** what is already in the Bylaws or Resource Guides.¹ This most often occurs when PTAs:
 - list all their officers; or,
 - repeat requirements
- **Contradict** what is in the Bylaws²
- **Give the executive board the authority** to:
 - make decisions without member approval, or
 - ignore the rules established by the Bylaws³



Standing Rules should include:

- **Updated language:**
 - **chair** NOT ~~Chairman~~
 - **Financial Reconciliation Review** NOT ~~Audit~~
 - **Texas PTA** NOT ~~State~~
 - **Texas PTA LAUNCH** NOT ~~Texas PTA Annual Convention, Summer Seminar, SLS, or Family Engagement Conference~~
 - **executive board** NOT ~~Board~~
 - **membership meeting** NOT ~~General or regular meeting~~
 - FOUNDATIONS Training NOT ~~FLO or LOT~~
 - Texas PTA is no longer structured by ~~Area~~, please remove that term all together
- **Recommended and required language** from all sections from the [Sample Standing Rules](#) that are appropriate to your PTA.
- **Legacy information** of projects intended to be continued through the years.⁴

Formatting

- Before submitting, **REMOVE:**
 - any dates or text in the headers and footers,
 - images,
 - prior reviewer notes,
 - Highlighting or strikethrough text,
 - line numbering, or
 - special formatting
- **SAVE:** As MICROSOFT WORD.

Submitting in any format other than Microsoft WORD will cause extensive delays. Texas PTA can not accept any format. As a result, the submission will be returned to you unprocessed.

Top 3 reasons standing rules are being returned UNAPPROVED

- Meeting minutes do not reflect affirmative vote on standing rules at a membership meeting.
- Submitter is unresponsive.
- Required language submitted does not match what is in the Sample Standing Rules (i.e. Scholarships)

Approval

Standing Rules must be approved by your membership before submitting to Texas PTA. See the Amendment of Governing Documents Article in your Bylaws for more details.

Policies versus Standing Rules. The bylaws require PTAs to annually review and have membership adopt an e-commerce policy and social media guidelines. If a PTA chooses *not* to add that information into their standing rules, membership must adopt both annually as stand alone policies. Please see <https://www.txpta.org/policies> for more information.

For additional information go to <https://www.txpta.org/governance>

Contact your [Field Service Representative \(FSR\)](#) for assistance. Please see the *Need Help?* tab.

¹ PTAs can reference the latest documents instead. (i.e. as referenced in the Bylaws)

² As an example, a Vice President of Budget & Finance is not allowed because the Bylaws name the Treasurer chair of the Budget & Finance Committee.

³ For example: allowable budget variances, election in non-election month, chair with duties to be assigned at President's will, and undefined membership dues.

⁴ Legacy information may include awards and honors to be given, like Life Memberships, honorariums, and/or details regarding events or programs (festivals, special events).