

# Standing Rules Review Checklist

Before submitting your Standing Rules for approval by your Membership and then Texas PTA, read the [Sample Standing Rules](#) and review this checklist.

Additionally, it is important to note that if you submit your Standing Rules to Texas PTA in any format other than Microsoft Word, the submission will be returned to you unprocessed.



## Standing Rules should **NOT** include:

- Repeated language from the Bylaws or Resource Guides.<sup>1</sup> This most often occurs when PTAs:
  - list all their officers;
  - repeat requirements
- Contradictions to the Bylaws<sup>2</sup>
- Outdated language:
  - ~~Chairman~~ instead of Chair
  - ~~Audit~~ instead of Financial Reconciliation
  - ~~State~~ instead of Texas PTA
  - ~~Texas PTA Annual Convention, Summer Seminar, SLS, or Family Engagement Conference~~ instead of LAUNCH
- Language that gives an officer, or the Board, the power to make decisions without member approval, or ignore rules established by the Bylaws<sup>3</sup>

REMOVE: Any dates/text in the headers and footers, images, special formatting before submitting.

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## Standing Rules should include:

- Specific responsibilities (not listed in the Bylaws) for the President Elect (if applicable), Vice Presidents, Officers and Committee Chairs.
- Details regarding the PTAs operational expectations
  - Insurance policy and coverage information
  - Carry-over balance
  - Length of time to be reimbursed
  - Who/what/how much to pay for LAUNCH expenses
  - One check signer or two
- Specific language adapted directly from the [Texas PTA E-Commerce Policy](#) if your PTA will use online statement review, debit or credit cards, and/or accept payment, pay debts or bank online.
- Specific language adapted directly from the [Texas PTA Scholarship Guidelines](#) to meet IRS requirements.
- Legacy information of projects intended to be continued through the years.<sup>4</sup>

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

<sup>2</sup>As an example, a Vice President of Budget & Finance.

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

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

For additional Resources, go to <http://www.txpta.org/policies>