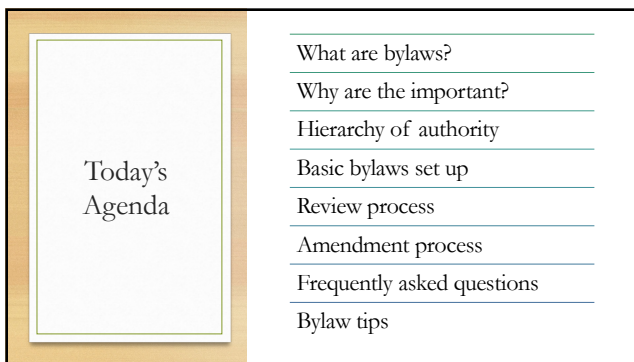
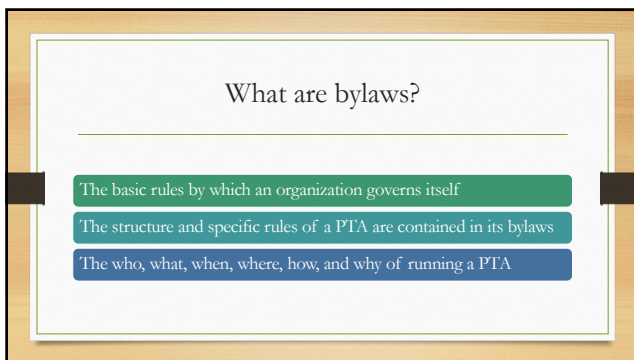


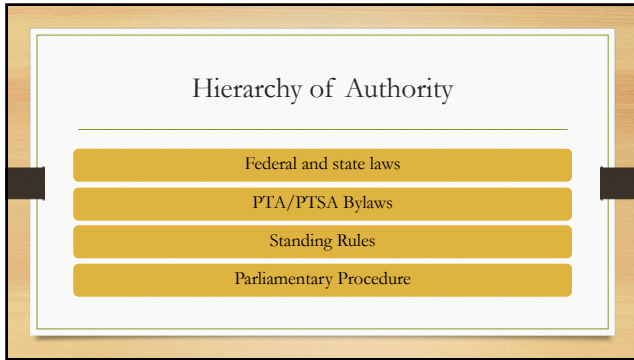
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So, what are Standing Rules?

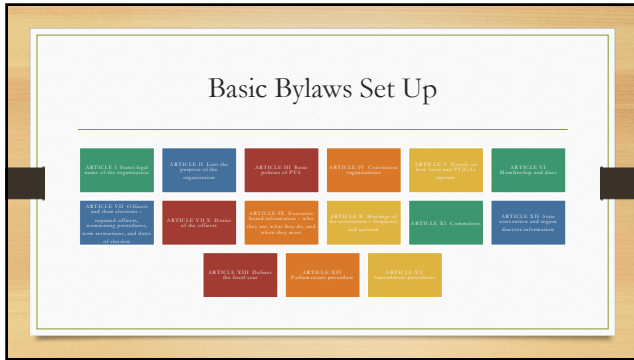
- **WHAT ARE STANDING RULES?**
 Rules that relate to details of administration of an organization –operating standards for your board only. Guide the executive committee and executive board in their day-to-day operations & activities. Adopted without previous notice and by majority vote of the executive board. May be rescinded and amended without notice. NOT voted on by the general membership. Cannot conflict with bylaws.
- **BYLAWS vs. STANDING RULES**
 - Bylaws are your organization's legal authority. They provide the rules of your organization. Think of it as a contract between the members and the organization. Voted on by the General Membership and approved by the Hawaii State PTSA.
 - Standing Rules do not govern the entire organization. They govern the daily operations of the board. They are the organization's policies and procedures.

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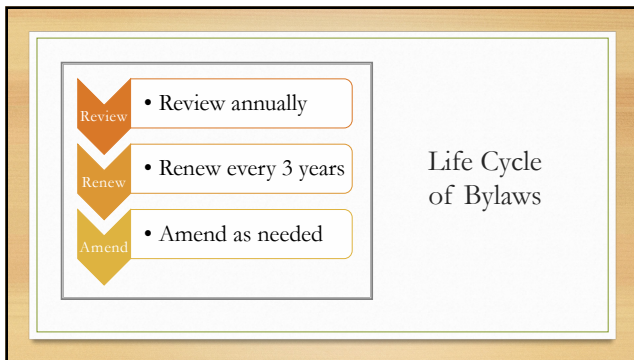
Importance of Bylaws

- These rules provide for a smooth-running association
- Ensure stability, continuity, and structure for your organization
- Ensure that certain standards and practices are maintained regardless of who is in charge
- Reduce internal disputes and conflict
- Brings new team members up to speed on the organization's governance
- Provide understanding between board members and the membership they represent

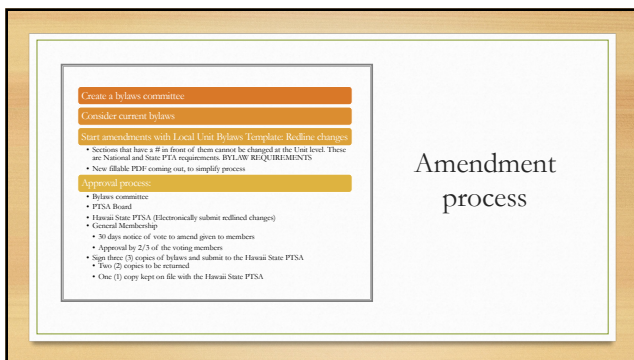
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Frequently Asked Questions...

Executive Board

- Includes all board officers, standing committee chairpersons, and principal or their designated representative.

Executive Meetings

- Meeting of the executive board
- Timing of meetings - Article IX, Section 4
- Quorum - Article IX, Section 4 - More than half/a majority

Association

- All members of your PTA/PTSA
- Includes executive board and all your PTA/PTSA members

Association/General Membership Meetings

- Meeting of all members
- Timing of meetings - Article X, Section 1
- Quorum - Determined in Article X, Section 4. Minimum number must be Executive Board, plus 4.

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Frequently Asked Questions...

Officers

- Positions defined in bylaws
- Must be a paid member of your PTA/PTSA
- Have specific term dates and term limits

Election

- Procedures defined and always keep in mind that quorum is required
- Timeline determined by...
 - Article VII, Subsection 2 - relating to election meeting (30 days notice given)
 - Article VII, Subsection 3 - pertaining to nominating committee

Fiscal Year

- Defined in Article XIII
- For most PTAs this will be July 1st - June 30th

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Tips for Understanding Bylaws

- **KNOW YOUR BYLAWS.**
 - All board members should have a copy of the bylaws and a copy should be made available for any member requesting them.
- Follow the bylaws. You not only have a duty to understand your bylaws, you are legally accountable for following them.
- Make sure your bylaws are not so restrictive that they cannot be followed.
 - Bylaws are not a policy and procedure manual. Details should go in standing rules.
- Keep your bylaws relevant. If your bylaws do not reflect current practices, it's time to amend them. Always use a long-term strategy in amending.

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