



Standing Rules Required Update "Cheat Sheet"

Washington State PTA recommends you review and update your standing rules annually. It is crucial you update your PTA's standing rules this year to make sure they do not conflict with the new WSPTA Uniform Bylaws and that you add the new Standards of Affiliation.

POLICY CHANGES & LANGUAGE CLARIFICATIONS

Language Changes and Clarifications

- Change references of "local unit" to "**local PTA**"
- Change references of "general membership" and/or "general membership meeting" to "**membership**" and/or "**membership meeting**" (remove all references to general).
- Change references of "membership service fees" and "membership fees" to "**dues**".
- Remove reference to region director elections as they are now appointed rather than elected.
- The word "shall" means you are required to comply and include in your standing rules while the word "may" means you have an option to comply and may include, but are not required to include, in your standing rules.

WSPTA Standards of Affiliation Add Standards of Affiliation (suggested language): "Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement by the required deadline."

Voting May add clarifying language: "voting may be by voice vote if the minimum number of candidates is nominated" - one or co-candidates for elected office and three candidates for nominating committee (previously not addressed)

Online Banking May add language: "Online banking is allowed with rules developed by the WSPTA board of directors."

Nominating Committee

- Shall change practice: "Nominating Committee serves until election of officers takes place." (previously one year)
- May change practice: Alternates are no longer required (previously two alternates required)
- May add language: "Board of directors may appoint a replacement nominating committee member if needed." (previously not addressed)
- May change practice: "A member may serve no more than two consecutive terms on the nominating committee." (previously a member could only serve one term)

Elections

- May change practice: "Elections must be completed by the end of the fiscal year (June 30)." (previously April 30)
- May change practice: "To be elected as an officer of a local PTA a person must have been a member of a local PTA for at least 15 days before the election." (previously 30 days)

Financial Review Shall change practice: "Records must be submitted for financial review no later than 30 days after the end of the fiscal year." (previously no deadline)

Meeting Notice Requirement

- May change notice requirement for special board meetings and special membership meetings to five days (previously ten days).
- Shall add method of delivery of notice of special board and membership meetings.

Board Member Appointment Shall change practice: "President appoints and executive committee approves appointments of all board members" (previously both the president and executive committee were empowered to appoint board members)

Legislative Assembly Shall change practice: "Local PTAs are entitled to four voting delegates for up to 200 members and one more for each additional 100 members." (previously had different number of delegates allowed)