

2011-12 WASHINGTON STATE PTA LEADERSHIP PACKET

Standing Rules



Leadership Resources:

www.wastatepta.org/leadership

In the “Resources” section of the Washington State PTA website you will find resources available exclusively to PTA members. This page contains PTA & the Law Resources, Leadership Packet materials, Money Matters, and a variety of resources for PTA officers and members. To access the resources site before October 1, 2011, logon using “PTAmember” as your user name and “leader” as your password; beginning October 1, 2011 the user name and password will be the same as on the back of your National PTA Membership Card.



WSPTA Vision

“Making every child’s potential a reality.”

WSPTA Mission

PTA is

- a powerful voice for all children.
- a relevant resource for families and communities.
- a strong advocate for the education and well-being of every child.

Suggested Standing Rules

Standing rules are the specific conditions or rules a PTA/PTSA (including councils) chooses to impose upon itself within the scope of the Washington State PTA (WSPTA) Uniform Bylaws. Standing rules cannot be in conflict with the Uniform Bylaws. While the Uniform Bylaws define a local PTA unit or PTA council's relationship with the Washington State PTA, standing rules give identity to and define each PTA and its relationship with its members. Standing rules should reflect the most important conditions that a PTA wishes to impose on itself; conditions that would, generally speaking, be permanent.

Standing rules are adopted by the membership to govern the PTA's operation. The standing rules must be reviewed, updated (if necessary), and approved annually by the general membership of each local unit or council.

Standing rules can be amended at any time by a vote of the general membership. If the membership has been given proper notice prior to the date of the meeting of the intended change, then the change can be approved by a majority vote of the members present (if a quorum has been established). If no notice was given prior to the meeting, a 2/3 vote of the members present is required (if a quorum has been established).

The purpose of the following information is to outline those elements which are most commonly addressed by standing rules and to provide some sample language. Please note that the examples provided are only examples, and will not apply in all situations. For help, please contact the Washington State PTA Office, your Council, Region Service Delivery Team member or Region Director.

Many of the issues addressed in the standing rules are addressed in the Leadership Packet provided to each local unit during the late summer or early fall, and are also addressed in more detail in PTA & the Law workshops held in each region during the fall.

Identify the PTA

The PTA's name, local unit number, and date of chartering should be stated in the standing rules.

Example: *The name of this PTA local unit is: XYZ PTA 13.0.1. It was chartered on April 23, 1986.*

Define the Community Served by the PTA

PTA's global purpose is to "work for the health, welfare, safety, education, care, and protection of children in the home, school, community, and place of worship."

Example: *This PTA serves the children in the XYZ school community which includes the residences and businesses in the XYZ elementary school enrollment area.*

Example: *This PTA serves the children in the entire community of ABC, Washington.*

Example: *This PTA serves the children in the HIJ apartment complex.*

Example: *This PTA serves all children without regard to physical location or school attendance.*

Identify the PTA's Corporate Status

Incorporating the PTA provides protection for individual officers and members, and promotes stability and longevity for the PTA. Every PTA should be incorporated as a nonprofit corporation in the State of Washington, which will result in the issuance of a Uniform Business Identification (UBI) number. The standing rules should include your PTA/PTSA's corporate status and UBI number. The standing rules should specify: (a) the person (by position) responsible for renewing the corporate status; and (b) the person or entity where official notices to the PTA will be sent. This person or entity is called the PTA's "registered agent."

Washington State PTA serves as the registered agent for most PTAs/PTSAs. For more information see the Money Matters section of the Leadership Packet, page 9.

- NOTE: The PTA's corporate status must be renewed annually by filing an Annual Incorporation Report no later than the last day of the incorporation anniversary month.
- NOTE: A UBI number is different from the Employer Identification Number (EIN) issued by the Internal Revenue Service. The EIN number is equivalent to a Social Security number and has the potential to be stolen or misused. The standing rules should indicate where the EIN can be located but should not include the number itself.

Example: *This PTA was incorporated on _____ (date) and assigned UBI _____ (number). The Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA. The Employer Identification Number is located in the legal documents binder in the custody of the President.*

Identify Compliance with the Charitable Solicitations Act

Mandatory registration -- Any person or group, including a PTA, which expects to have revenue (including dues revenue) of \$50,000 or more during the fiscal year must register with the Washington State Secretary of State's Office under the Charitable Solicitations Act. The standing rules should identify whether the unit is registered and the person (by position) responsible for maintaining the registration.

Optional registration -- Even if a PTA is not required to be registered, Washington State PTA recommends that PTAs take advantage of the optional registration available through the Secretary of State's office. This is particularly important for PTAs that were registered under the lower threshold limits that applied prior to the 2010-11 fiscal year. The optional registration and its annual renewal are both available online and they're free.

NOTE: The mandatory registration must be renewed annually, and the optional registration should be renewed each year as well. Renewals can be filed any time after the end of the fiscal year, and in any event must be received by the Secretary of State's Office no later than May 31st to avoid non-refundable late fees. For more information see the Money Matters section of the Leadership Packet, page 9.

Example: *This PTA is registered under the Charitable Solicitations Act, registration number _____. The Treasurer is responsible for filing the annual registration by May 31st to avoid penalties.*

Example: *This PTA will comply with the Washington Charitable Solicitations Act through registering if required or by using the optional registration process if registration is not required. The Treasurer is responsible for determining whether registration is required and for filing the annual renewal by May 31st to avoid penalties.*

Identify the PTA's Tax-Exempt Status

PTAs are generally subject to the payment of federal income tax, unless the PTA obtains tax exempt status. Certain forms must be filed with the IRS to achieve and maintain this status. The standing rules should indicate the unit's tax status and the location of any determination made by the Internal Revenue Service (IRS). For more information see the Money Matters section of the Leadership Packet, page 7.

Example: *This PTA was granted tax-exempt status under section _____ of the Internal Revenue Code on _____ (date). A copy of the Letter of Determination is filed in the Legal Documents Binder maintained by the President.*

Example: *This PTA was granted tax-exempt status under section _____ of the Internal Revenue Code on _____ (date). A copy of the Letter of Determination is available from the Treasurer.*

Example: *This PTA has not been granted tax exempt status.*

Identify Responsibility for Filing IRS Tax Returns

All PTAs, regardless of their annual revenue or tax exempt status, must file an annual tax return with the IRS. The standing rules should indicate the person (by position) responsible for preparing and filing these returns, and where copies of current and previous returns are located. For more information on tax issues see the Money Matters section of the Leadership Packet, page 8.

If the annual gross revenue of a tax exempt PTA are less than \$50,000 a Form 990N (referred to as the “electronic postcard”) must be filed electronically. If the PTA’s annual gross receipts exceed \$50,000, filing of IRS Form 990EZ is usually required. If the annual gross receipts exceed \$200,000, the PTA must file IRS Form 990. For more information see the Money Matters section of the Leadership Packet, at page 8.

- NOTE: The federal tax return for a fiscal year (July 1 – June 30th) is due the following November 15th; an automatic extension until February 15th can be obtained by filing a request by the due date. Any further extension is at the discretion of the IRS. There are severe penalties for failing to file the return on time. For more information see the Money Matters section of the Leadership Packet at page 8.
- NOTE: If the PTA has not been determined tax exempt, and has revenue of at least \$5,000, it must file a regular corporate tax return, Form 1120; if its revenue of less than \$5,000, it must file a form 990N.

Example: *The Treasurer is responsible for filing the appropriate federal tax return 990 or Form 990 EZ or Form 990-N prior to November 15th and providing a copy to the board no later than November 1st. Copies of the current and past years’ returns are located in the Legal Documents Binder maintained by the President.*

Example: *The Treasurer, with assistance from the immediate past Treasurer, is responsible for filing IRS Form 990, Form 990 EZ or Form 990-N prior to November 15th. Copies of the current and past years’ returns are located in the Legal Documents Binder maintained by the President.*

Identify the PTA’s Registered Agent

All nonprofit associations are required to designate a “registered agent” to serve as the person or entity to whom government agencies—specifically the state Secretary of State’s Office and Department of Revenue and the federal Internal Revenue Service—send official notices. Making such a designation requires notifying the individual agencies, but including the information in the standing rules allows members to be informed as well.

- NOTE: One of the services provided by Washington State PTA is to serve as the registered agent for local PTA units and councils. This eliminates the need to continually update information as people move, complete their terms in office, etc., and reduces the risk that some important date or required action is overlooked. For more information contact the Washington State PTA Office.

Example: *The XYZ PTA has designated the Washington State PTA as its registered agent with the Washington Secretary of State’s Office, the Washington Department of Revenue, and the United States Internal Revenue Service.*

Example: *The President shall serve as the registered agent for the XYZ PTA and is responsible for providing that information, including a current mailing address, to the Washington Secretary of State’s Office, the Washington Department of Revenue, and the United States Internal Revenue Service.*

Identify the Potential Membership for the PTA

Membership at each local unit must be open to all people who subscribes to the purposes and basic polices of the National and Washington State PTA, without discrimination, under such rules and regulations not in conflict with provisions of the Bylaws of the National PTA and WSPTA. The standing rules should articulate any further conditions for membership, and in particular

should specify what conditions, if any, are placed on student memberships. See also the discussion about student membership under the heading “Gambling Activities”, below at page 7.

Example: Membership at this PTA shall be open to all people without discrimination. Membership is open to all Parents, Community members, Teachers, Staff, Grandparents, Guardians, Students and any other persons that support and encourage the purpose of PTA.

Example: Students of XYZ school may join this PTA. Student members are entitled to voice and vote; however students under the age of 18 are not allowed to hold elected positions within the PTA.

Example: Students of XYZ school may join this PTA. Each student membership is entitled to a voice and vote. Students who are eighteen years of age or older may hold elected positions.

Identify the Amount of the PTA’s Membership Service Fees

Each PTA sets the amount of its local membership service fees, which must include the membership service fees paid to the Council (if any), to Washington State PTA, and to the National PTA. The amount of local membership fees must be stated in the standing rules.

- NOTE: As of July 1, 2011, the state and national membership service fees are \$5.75 and \$2.25, respectively. Local units that are part of a council should check with your council for the amount of its assessment. For more information see the Membership section of the Leadership Packet at page 21.

Example: *The membership service fees for this PTA shall be Twelve Dollars (\$12.00) per person.*

Example: *The dues for this PTA shall not exceed \$15.00 per individual adult membership, \$12.00 per additional adult household member and \$10.00 per student membership, per year. All paid members have a voice and vote at XYZ PTA general membership meetings.*

Identify the Elected Officers

Under the Uniform Bylaws, every PTA is required to have at least four (4) officers--president, vice president, secretary, and treasurer. These are the people elected by the membership to lead the PTA. Local units may establish additional elective officer positions in their standing rules.

Example: *The elected officers of this PTA shall be President, Vice President, Secretary, and Treasurer.*

Example: *The elected officers of this PTA shall be President, First Vice President, Second Vice President, Secretary, and Treasurer.*

Co-Presidents/Co-Positions

Some PTAs choose to have two people share one or more elected position—co-presidents, co-vice president, etc. This situation is possible only if the standing rules provide for it.

- NOTE: WSPTA does not recommend having co-treasurers because of the risk that the lines of responsibility and accountability will become blurred. If the PTA chooses to have shared positions, the standing rules should specify which positions will be shared and how the voting rights of the position will be exercised. If your PTA elects co-treasurers, one of them should NOT be a signer on the PTA’s bank account.

Example: *Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at a Board of Directors’ meeting.*

Example: *Any elected position may be held jointly by two (2) people. Each co-position is entitled to (1) vote per position at a board of directors' meeting, with the individual holders rotating voting privileges (every other meeting).*

Compliance with training expectations of Washington State PTA Bylaws

Each council and local unit should add wording to their standing rules to explain the emphasis on training required by Article 5, Section 2(a) of the Uniform Bylaws. Below are some examples:

Example: *Our PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Bylaws.*

Example: *Our PTA will make sure that each executive committee member attends a minimum of one WSPTA-approved training during the PTA year. Further, at least one member of the executive committee will attend PTA & the Law during the PTA year.*

Example: *The president, vice president, treasurer and secretary will be expected to attend either the Fall Conference, Spring/Winter Conference, PTA & the Law or Convention during their one-year term.*

Identify Election Processes

The standing rules of the local unit may provide that voting for officer or nominating committee positions be by mail or by electronic transmission if the name of each candidate is contained in the notice of meeting or set forth in a record accompanying the notice. Any vote cast by electronic transmission must be received no later than the date set forth in the notice of the meeting. The local unit standing rules may provide that members voting by mail or electronic transmission are deemed present for all purposes of quorum, count of votes, and percentages of total voting power present, or only for the purposes of the election(s) conducted at the meeting. For more information on electronic voting, go to www.wastatepta.org and click on Leadership Resources.

Example: *Voting for officers or nominating committee positions may take place at a meeting, by mail, or by electronic position. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the time frame identified in the notice of the meeting.*

Define the Composition of the Board of Directors

Every corporation is managed and administered by a board of directors. These are the people who have the legal responsibility for the operation of the corporation, as well as fulfilling the requirements of their individual positions. All members of the board of directors must be members of the PTA. Typically the only committee chairs who are members of the board are standing committee chairs whose work continues all year long such as the membership newsletter, legislative, or fundraising chairs, for example). For more information about the officers and board of directors, see the Uniform Bylaws.

Example: *The Board of Directors of this PTA shall consist of the elected officers and the chairs of the following standing committees: _____ . This PTA's Board of Directors will meet monthly, on a date and time to be determined by the Board.*

Identify When General Membership Meetings Will Be Held and Establish a Quorum

The members of the PTA must meet to conduct certain types of business, including adopting a budget and electing officers for the following year. Meetings should be held only when there is an important reason to do so and the time spent will be valuable to the membership. There are four items that must take place at a general meeting of the membership: adoption of the standing rules, approval of the budget, election of the nominating committee and election of officers. PTAs must have at least three (3) general membership meetings to accomplish these items. Remember when planning general meeting dates that all officers for the following year must be elected by April 30th. Under the Uniform Bylaws, there must be a minimum of ten (10) members present to constitute a quorum, although the standing rules may require a larger number. The Bylaws allow local

units to include in their standing rules a provision to allow participation in meetings via telephone, if there is a speaker phone so everyone on the phone call hear the discussion at the meeting location and vice versa.

Example: *Adoption of the budget, adoption of standing rules, election of the nominating committee, and election of officers shall take place at general membership meetings. Quorum at all General Membership Meeting shall be 10 members to conduct business. Meetings shall be held at the direction of the Board of Directors.*

Example: *This PTA's general membership will meet the first Tuesday of each month. Quorum at all General Membership meetings shall be 10 members to conduct business.*

Example (if telephone participation is to be permitted); *Upon the request of one or more members, they may participate in general meetings of the PTA by phone. Requests must be made at least _____ days in advance of the meeting so the necessary arrangements can be made.*

Budget Approval

It is highly recommended that the annual budget be approved in the spring of the preceding year. This provides the legal authority to spend funds past the end of the current fiscal year. Without an approved budget, no funds can be spent or disbursed after June 30th until a budget is approved. For more information see the Money Matters section of the Leadership Packet, pages 13-14.

- NOTE: Once the budget is approved it can be amended by vote of those present at a meeting of the membership. The standing rules may also specify that the board has authority to reallocate funds budgeted for one purpose to another purpose, and may place limitations on that authority. If there is no such authority, any reallocation can only take place only with the approval of the general membership.

Example: *This PTA shall approve its annual operating budget in the spring of each year. The Board of Directors may reallocate funds budgeted for one purpose to another purpose by a majority vote.*

Example: *This PTA shall approve its annual operating budget prior to July 1st of each year. The Board of Directors has authority to reallocate up to \$_____ (amount) budgeted for one purpose to another purpose.*

Example: *This PTA shall approve its annual operating budget in the spring of each year. The Board of Directors has authority to reallocate any funds budgeted for one purpose for another purpose by a two-thirds vote.*

Legal Documents

Every organization, including a PTA, must preserve and protect certain legal documents and records. A PTA's standing rules should specify how this will be done and the person responsible (by position).

- NOTE: A list of items that should be kept in the Legal documents notebook can be found in the Secretary's and Money Matters sections of the Leadership Packet and in the PTA & the Law book.

Example: *The PTA shall maintain a safe deposit box at the bank where its checking account is maintained. The original copy of any legal documents shall be kept in the safe deposit box. Copies are to be made for the President and Secretary and kept in a legal documents notebook. All elected officers shall have access to the contents of the safe deposit box.*

Financial Reviews

An annual review of the financial activities of the PTA is required by the WSPTA Uniform Bylaws at the end of the fiscal year, June 30th. It is recommended that every PTA also conduct a mid-year financial review. Individuals that were signers on the account for the time period that is being reviewed may not serve on this committee. More information about the importance and process for a financial review is contained in the Money Matters section of the Leadership Packet at pages 15-16.

Example: *The PTA shall conduct a financial review of its books and records in January of each year in addition to the required financial review at the close of the fiscal year.*

Example: *A financial review committee, minimum of three (3) members appointed by the President, will review the financial books twice a year. Members of this committee shall not include the Treasurer or any person authorized to sign on the PTA bank accounts for the period that is being reviewed or any individuals living in their households.*

Bank Accounts

All PTA funds should be promptly deposited into a bank account, and the standing rules may include such limitations on the account(s) as the membership believes necessary and appropriate.

Example: *The PTA shall establish one or more accounts in financial institutions as determined by the Board of Directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.*

Signature Cards

The WSPTA Uniform Bylaws require two (2) signatures on each PTA check, and only elected officers can be authorized to sign checks. Though two (2) signatures are required on financial matters and binding agreements (this includes checks), it is possible to have more than two officers' names on the bank signature card. This allows other elected officers to sign if one is not available. Signers on the account should avoid signing checks made out to themselves or their family members. If two members of the board live in the same household they cannot both be signers on the account.

Example: *The Board of Directors shall determine who the signers on the PTA bank account shall be.*

Independent review of bank statements

To protect against identity theft or inappropriate diversion of PTA funds, WSPTA recommends that monthly bank statements be reviewed by a board member who is not an authorized signer on the account before being sent to the treasurer. In addition, AIM insurance requires this as a condition of its bonding insurance. For more information, see Money Matters at page 10

Example: *The PTA's monthly bank account statements shall be provided unopened to a person appointed by the Board of Directors. Such person will be appointed by the Board at the beginning of the fiscal year, and shall not be a signer on the account. The reviewer shall promptly report any concerns or discrepancies identified in the review to the Executive Committee. If there are no concerns or apparent discrepancies, the reviewer shall provide the bank account statements to the Treasurer.*

PTA Finances

The PTA may wish to include policies regarding reimbursement for authorized expenses and non-sufficient checks in the PTA's standing rules.

Example: *All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1st or they will be considered a donation to the PTA.*

Example: *Should the PTA receive an NSF check, a service fee in the amount of \$ ____ will be charged in addition to any fees imposed by the PTA's bank. If the NSF check or checks are not paid for by June 1st, then the PTA will not accept any checks from this individual in the future.*

Gambling Activities

Under Washington state law, such activities as bingo, raffles, or carnivals are considered gambling, and must be conducted in strict compliance with very detailed rules. Certain activities by nonprofit organizations are allowed only if all participants are

members of the organization. WSPTA recommends that PTAs associated with a school include in the standing rules the necessary language to allow students of that school to fully participate in such activities. More information about state laws applicable to gambling activities is available in the PTA & the Law workshop conducted in each region during the fall.

Example: *The students of XYZ Elementary School shall be considered honorary members of this PTA without voice, vote, or the privilege of holding office.*

Recognition of Individual Volunteers with Washington State PTA Awards

A PTA will usually honor its outstanding volunteers by presenting them one of the Washington State PTA individual awards, such as the Golden Acorn, the Outstanding Advocate, Outstanding Educator, or Honorary Lifetime Membership awards. Purchase of these awards includes a donation to the WSPTA Scholarship Program in the name of the recipient. More information about these awards can be found on the WSPTA website, <http://www.wastatepta.org/resources/awards/index.html>.

Example: *One or more Golden Acorn Awards may be presented annually to an outstanding volunteer(s). A committee appointed by the president shall select the recipient. The Board of Directors shall determine the number of recipients.*

Example: *One or more Outstanding Advocate Awards may be presented annually to recognize advocacy work on behalf of children and youth. A committee appointed by the president shall select the recipient. The Board of Directors shall determine the number of recipients.*

Example: *One or more Outstanding Educator Awards may be presented annually to an outstanding teacher or educator. A committee appointed by the president shall select the recipient. The Board of Directors shall determine the number of recipients.*

Example: *An Honorary Life Membership Award may be presented annually to an individual who has made a significant contribution to the growth and development of PTA. A committee appointed by the President shall select the recipient.*

Voting Delegates to Council (if applicable)

If the PTA is a member of a PTA/PTSA council, the standing rules should specify (by position) who its voting delegates are to that council. This may be regulated by the council's standing rules. Check with your council to see how many votes your units receives, whether your vote(s) are specific to certain positions, and to make sure your local unit rules do not conflict with those of your council.

Example: *Voting delegates from _____ PTA to the _____ Council shall be the President, First Vice President, Second Vice President, and Secretary. The alternates shall be the Treasurer and the chair of the _____ committee.*

Example: *This PTA is a member of the _____ Council and has two (2) votes on Council business. The President shall submit to the council names and positions of the two voting delegates and two (2) alternates, as determined by the Board of Directors.*

Vote for Region Director

The Region Director is the PTA's principal contact with the State PTA and together with the region service delivery team provides leadership education for PTA leaders in the region. Region Directors are elected every two years—even numbered regions during even numbered years and odd numbered regions during odd numbered years. Each PTA has one (1) vote for the position of WSPTA Region Director, the person who represents the geographic area in which the PTA is located on the WSPTA Board of Directors. The Vote for Region Director is by either electronic or mail in ballot. The ballot will be sent to the president of the PTA (if co-presidents it is sent to the person listed first alphabetically.) More information about the region is available on the WSPTA website at <http://www.wastatepta.org/regions/index.html>.

Example: *The vote of this PTA for the position of Washington State PTA Region Director shall be determined by the board of directors.*

Voting Delegates to the State PTA Convention

The annual meeting of the Washington State PTA is held in the spring at its annual convention. Every PTA is entitled to register and vote on the business of the entire association, with the number of votes based upon the PTA's membership size. The Uniform Bylaws provide that the delegates shall be elected by the membership unless otherwise specified in the PTA's standing rules.

Example: *The voting delegates to the annual WSPTA convention shall be determined in the following order: Incoming President, Ongoing President, Incoming Vice President, Incoming Secretary, Incoming Treasurer, Ongoing Vice President, Ongoing Secretary, Ongoing Treasurer. The Board of Directors shall determine the number of delegates to be funded by the PTA.*

Example: *XYZ PTA will send as many voting delegates and as many visiting delegates to the WSPTA convention as the budgeted amount for convention can sustain. All delegates for the WSPTA convention shall be selected by the Board of Directors. Registration and hotel shall be paid for by XYZ PTA. Persons attending convention paid for by the unit will submit a summary on notes and handouts from the classes and general sessions attended to the Board of Directors.*

Voting Delegates to the State PTA Legislative Assembly

Annually, the State PTA holds a 2-day conference to determine its statewide legislative priorities for the year. Each PTA is entitled to send voting delegate(s), with the number determined by the PTA's membership size. The Uniform Bylaws provide that the delegates shall be elected by the membership unless otherwise specified in the PTA's standing rules.

Example: *The voting delegate(s) to the WSPTA Legislative Assembly shall be determined in the following order: Legislation chair, President, Vice President, Secretary, Treasurer. The Board of Directors shall determine the number of delegates to be funded by the PTA.*

Example: *XYX PTA will send as many voting delegates and as many visiting delegates to the WSPTA Legislative assembly that the budgeted amount will sustain. Registration, hotel and WSPTA meal fees shall be paid for by XYX PTA. The Legislative Chair for XYX PTA will be one of the voting delegates representing XYX PTA at the Legislative Assembly.*

What Does NOT Need To Be in Standing Rules

Parliamentary Authority – The parliamentary authority for PTA is the current edition of “Robert’s Rules of Order Newly Revised.” This is specified in the Uniform Bylaws. Therefore, it is not necessary in the PTA’s standing rules. Standing rules, when differing from Robert’s Rules, take precedence.

Job Descriptions – Every PTA should have a written set of job or position descriptions. However, because of the dynamics of interpersonal relationships and the changing abilities of people to volunteer their time, these job descriptions should not be written in “rules.” The elected officers and the board must have the flexibility to negotiate and change the specifics of each position so that volunteers can best contribute their time in ways that are both “meaningful” and “manageable.”

Order of Business – A meeting (whether a board meeting or a general membership meeting) should be called only because there is important business to be conducted or important decisions to be made. Therefore, it is the business or the decisions that determine the agenda and order of business. The “traditional order of business” usually does not meet the needs of members who are willing to attend meetings to accomplish something significant and not have their time wasted.