



Delegates to the Montana PTA Convention approve **Uniform Bylaws** for all Montana PTA local units and councils. **Uniform Bylaws** for Local Units or Councils are bylaws/rules that apply to all units in Montana. **Uniform Bylaws** make repeated reference to the unit or council **Standing Rules**.

Standing Rules are statements, which define an organization (in this case, your local PTA or Council) beyond the requirements set forth in the **Uniform Bylaws**. The **Uniform Bylaws** provide the basic organizational structure of the local unit. The **Standing Rules** provide the nuts and bolts of how things are done within each unit. The **Standing Rules** must never be contrary to the **Uniform Bylaws**. And if they are, the **Uniform Bylaws** have the final word!

Creating or amending your local unit's **Standing Rules** is an opportunity for a PTA to examine the administrative details of **each** particular unit or council. Is it time to expand the board of directors? When do you elect your board of directors? Have your local unit membership dues kept up with any increases in Montana PTA and National PTA dues?

The preparation of this document need not be difficult. You will find a **checklist** of items that must be addressed in local unit **Standing Rules** on the Montana PTA website. Read through the current **Uniform Bylaws** before getting started. Don't fret over the wording. It'll be easy! We'll help you! Give us a call at 628-9007 or email us at ptamontana@rbbmt.org.

When you complete your Standing Rules, present them to the members of your local unit at a general meeting. The members present will vote to adopt them or may make additional amendments and then adopt them.

When you have adopted your new standing rules please remember to send the Montana PTA Office a copy to keep on file!