

STANDING RULES

What is the difference between a **BYLAW** and a **STANDING RULE**?

BYLAWS are rules that relate to a group as an **ORGANIZATION**. They prescribe WHO will do WHAT and WHY there is such a group. They contain the rights of the members and the limitations members are willing to place on themselves.

STANDING RULES are related to the **ADMINISTRATION** of a group. They prescribe HOW and WHEN the group will function. They may be adopted as the need arises and remain in effect until they are amended or rescinded.

STANDING RULES

- May be adopted or amended, without notice;
- By a majority rule;
- At any regular business meeting;
- May not conflict with the bylaws or other standing rules.

STANDING RULES OR THEIR AMENDMENTS

LWML Washington-Alaska District Structure Committee does NOT need to approve them before they are adopted.

STANDING RULES SHOULD INCLUDE

- Meeting time or dates
- Procedure for turning records over to new officers
- Infrequent committees and their duties, or those which change often
- Responsibilities and purposes of circles (if applicable)

STANDING RULES COULD INCLUDE

- LWML Sunday observation procedures
- Procedures for other annual events
- General agenda form for regular meetings
- Order of business
 - Minutes
 - Officer Reports
 - Committee Reports
 - Unfinished Business
 - New Business

STANDING RULES HAVE

- the date in parenthesis at the end when that rule was adopted (05-98)
- the date when that rule was revised (Rev. 10-99) or rescinded (Rec. 10-99)
- the date of the typing or retyping of the copy at the end of the Standing Rules

STANDING RULES SHOULD be on a separate page, either before or after the bylaws.

Write the vision; make it plain on tablets (paper) so that a runner (someone in a hurry) may read it. Habakkuk 2:2 paraphrase