

ORADELL PTA

STANDING RULES

SEPTEMBER ~~2016~~2018

## **RULE I – OFFICERS**

### **President**

#### ***The President shall:***

1. Facilitate relationship between PTA and OPS administration and faculty. Encourage an open relationship with administration and faculty on PTA matters.
2. Call all General Membership and Executive Committee meetings to order on time and proceed with the business.
3. Maintain a fair and impartial position at all times.
4. Prepare an agenda for each meeting with the minutes previously provided by the Recording Secretary and give copy of proposed agenda to Recording Secretary.
5. Have a copy of the current NJPTA approved, Local PTA Bylaws with him/her at every meeting.
6. Vote when voting is by ballot. In other cases, the President may vote to create or break a tie. (Do not reflect or show your vote if by voice or hand, just include your vote in the count.)
7. File his/her signature at the bank at which the funds are deposited.
8. Sign all checks with the Treasurer.
9. Represent the PTA at all district or state functions when invited, or when unavailable, instruct the First Vice President to do so.
10. Coordinate the work of officers and committees so that the goals of the PTA are realized.
11. Prepare the PTA calendar for the year with the assistance of the Executive Committee and work with school administration to minimize conflicts. Calendar should include dates for all PTA events, including all lunch dates.
12. Present the proposed PTA calendar of events to Principal for approval.
13. Maintain the PTA website and PTA e-mail list along with the Corresponding Secretary.
14. Act as a liaison to and share all mailings and other information from National PTA, NJPTA, and County PTA with all Local PTA members, especially the chairs.
15. Notify the County PTA and NJPTA of any change of address.
16. Complete the report forms from NJPTA or County PTA in a timely fashion. Return the NJPTA form for change of officers immediately following elections, or ensure that the Recording Secretary does so.

17. Ensure the PTA acts in compliance with County/State rules, Local Bylaws, Insurance regulations, and Federal IRS rules (coordinate with the Treasurer).
18. Sign all contracts for the association as the President.
19. Approve all PTA correspondence, including flyers distributed through the school. Pass on all flyers to Principal for approval. Once approved, post flyer to Oradell PTA website.
20. Empty PTA mailbox at OPS and distribute the mail to the appropriate officers and committee chairs.
21. Send weekly emails to PTA membership.
22. Act, along with First and Second Vice Presidents, as “link” to committees, facilitating and assisting them when needed. Meet with committee links to review their plans.
23. Order the Back to School folders and host the annual Folder Stuffing Party – ensuring that all necessary flyers have been completed and approved.
25. Help decide, with the recommendation of the Gift Committee chair(s) and with the joint input of the First Vice President, recipients of the annual River Dell Scholarships. Present the scholarships at the River Dell awards ceremony or appoint a representative from the Executive Committee to do so.
26. Present the OPS 6th grade ~~Write-On Awards~~ **C.O.O.L. kid award or any substitute the OPS administration assigns.**
27. Complete and file Maintenance Request Form for all PTA General Membership meetings.
28. Read guidelines and manual for officer job description.
29. Finalize the procedure book for the year, and make recommendations for the upcoming year. If leaving the position, ensure that the new President receives all information in a timely fashion.

### **Vice Presidents**

#### ***The First Vice President shall:***

1. Act in the capacity of an aide to the President.
2. Preside at all meetings when the President is unable to attend.
3. Attend all county or state meetings if the President is unable to do so.
4. If a vacancy occurs in the office of President, in the designated order, until election takes place, assume duties for the remaining term according to the Bylaws.
5. Act as “link” to one third of the PTA committee chairs (coordinate with President and Second Vice President). Meet with committee links to review committee plans.

6. Help review, proofread and publish PTA's weekly emails to membership.
7. Assist President with emptying PTA mailbox at OPS and distribute the mail to the appropriate officers and committee chairs.
8. Arrange for speakers at PTA meetings (coordinate with the Second Vice President).
9. Coordinate PTA Executive Committee responsibilities for the June PTA Meeting for the Thank You Dinner.
10. Participate in the selection of annual PTA scholarship recipients along with PTA President and PTA Gifts Committee chair(s).
11. Review financials with PTA Treasurer and sign ~~both the monthly Treasurer's reports and the reimbursement forms that log the checkbook information.~~
12. Read guidelines and manual for officer job description.
13. Finalize the procedure book for the year, and make recommendations for the upcoming year. If leaving the position, ensure that the new First Vice President receives all information in a timely fashion.

***The Second Vice President shall:***

1. Act in the capacity of an aide to the President.
2. Act as "link" to one third of the PTA committee chairs (coordinate with President and First Vice President). Meet with committee links to review committee plans.
3. Arrange for speakers at PTA meetings (coordinate with the First Vice President).
4. Evaluate incoming fund-raising information for future dates.
5. Notify all Lunch, Membership and Class Parent Committees when OPS receives new students.
6. Monitor copying budget; establish and revise procedures as needed.
7. Read guidelines and manual for officer job description.
8. Finalize the procedure book for the year, and make recommendations for the upcoming year. If leaving the position, ensure that the new Second Vice President receives all information in a timely fashion.

**Recording Secretary**

***The Recording Secretary shall:***

1. Record minutes by hand or by using a laptop computer and present them verbally at the following meeting.
2. Have minutes submitted to President within 10 days of previous meeting to assist in preparation of agenda.
3. Keep minutes in a bound book.
4. Maintain a permanent file of minutes, committee reports, membership lists, and other records of the association, including all attendance sheets from Executive Board and General Membership meetings. (These are official documents; minutes can be subpoenaed in a court of law.)
5. Bring the following items to each meeting:
  - a. A copy of the current NJPTA-approved, Local PTA Bylaws and these standing rules
  - b. A list of all members
  - c. The agenda
  - d. The minutes of the previous meeting, including the Treasurer's report
  - e. The list of unfinished business
  - f. The list of all committees, their chairs, and members
6. Read guidelines and manuals for officer job description.
7. Finalize the procedure book for the year, and make recommendations for the upcoming year. If leaving the position, ensure that the new Recording Secretary receives all information in a timely fashion.

### **Corresponding Secretary**

***The Corresponding Secretary shall:***

1. Read the correspondence received.
2. Maintain an up-to-date file of all correspondence.
3. Organize official list of PTA committee chairs and trainees.
4. Organize sign-up sheets for committee chairs, trainees, and volunteers for each committee.
5. Conduct PTA correspondence under the direction of the President, the Executive Board, and the General Membership.
6. Act as "webmaster" for the PTA website. Upload flyers, manage the calendar and keep all materials up to date under direction from the President.
7. Create, maintain, and distribute online sign up forms as needed.
8. Reply to email correspondence and inquiries through website.

9. Along with the President, approve/add members to the PTA e-mail list and remove members when necessary.
10. Read guidelines and manuals for officer job description.
11. Finalize the procedure book for the year, and make recommendations for the upcoming year. If leaving the position, ensure that the new Corresponding Secretary receives all information in a timely fashion.
12. Coordinate with PTA Membership Committee chair(s) to organize an "Official PTA Membership Roster."

### **Treasurer**

*The position of Treasurer is filled by the Financial Secretary in his/her second year.*

#### ***The Treasurer shall:***

1. Maintain all financial records of the PTA, which includes keeping an up-to-date checkbook register and reconciling bank statements as they are received.
2. Include the following information in the report given at all meetings:
  - a. Balance on hand in all accounts at the beginning of the period covered by the report
  - b. Receipts and disbursements in all accounts
  - c. Total balance on hand in all accounts at the end of the period covered by the report
3. Send payment for insurance and other agency payments by the required filing dates.
4. Pay national, state, and county PTA dues when required, including the Local PTA name and number on all checks.
5. Prepare and file the 990/990-EZ and Charities Registration forms when required.
6. Chair the budget committee to prepare the budget.
7. Present the budget report to the President every three months, or as requested.
8. Alert the Executive Board to the line items in the budget near depletion, as well as those over the budget.
9. Complete and file new bank forms and signature cards, when necessary.
10. Ensure that all disbursements are paid on a timely basis.
11. Distribute start-up cash for PTA events when needed.
12. Have books, records, and receipts prepared for the audit at least two weeks prior to the meeting in which the audit report is due (refer to the Local Bylaws).

13. Submit a copy of the Annual Audit Report to the NJPTA office immediately following the completion of the audit.

14. Read guidelines and manuals for officer job description.

15. Finalize the procedure book for the year, and make recommendations for the upcoming year. If leaving the position, ensure that the new Treasurer receives all information in a timely fashion.

### **Financial Secretary**

*Serve for one year in this capacity and then move on to the position of Treasurer for one year.*

#### ***The Financial Secretary shall:***

1. Make all PTA deposits in a timely and accurate fashion and pass all deposit information on to the Treasurer.
2. Remind committee chairs of their deposits when appropriate.
3. Supply cashboxes and calculators for PTA events when needed.
4. Read guidelines and manuals for officer job description.
5. Finalize the procedure book for the year, and make recommendations for the upcoming year. If leaving the position, ensure that the new Financial Secretary receives all information in a timely fashion.

### **RULE II – EXECUTIVE COMMITTEE**

*Meetings will be considered for conference purposes only if no quorum is established.*

#### ***The Executive Committee shall:***

1. Attend NJPTA or county PTA leadership training programs.
2. Appoint chairs of standing committees in cooperation with the President and the Local PTA Bylaws.
3. Make recommendations to the Executive Board for programs, calendar, and other actions deemed necessary.
4. Meet at the call of the President or a majority of the members of the Executive Committee.
5. Prepare the calendar with the President.
6. Act as a budget committee, with the Treasurer as chairman, to prepare the budget to be presented to the association for adoption at the designated meeting.
7. Be responsible for 'Gifting' surplus funds. When "gifting" the school, the PTA Executive Committee must have a written itemized quote from the vendor. Once the Executive Committee deems the gift

appropriate, the President will present the proposed gift along with the cost to the General Membership and a vote will take place. Should additional discussion be deemed necessary, the vote can be tabled until the following PTA General Membership meeting. If the gift is approved, a check will be issued to the Board of Education with an accompanying letter explaining the gift.

8. Determine, at their discretion, the best way to allocate the funds within the PTA budget; ideally, the programs and services selected will benefit the majority of the student population at OPS.
9. Hold an organization meeting and/or one on one dialog to:
  - a. Acquaint each officer and committee chair with his/her responsibilities
  - b. Set dates for Executive Board and general meetings
  - c. Plan programs with the appropriate chairs
  - d. Review PTA procedures with committee chairs
  - e. Review individual committee budgets
  - f. Introduce committee chairs to executive links
10. Review and submit the prepared budget to the association for approval.
11. Present a report (at General Membership meetings) of activities conducted between the meetings of the association.
12. Prepare a list of goals for presentation to the membership at the first meeting.
13. Approve committee chairs' plans of work.
14. Create special committees when needed. Refer to Bylaws Article X, Section 4.
15. Appoint, if desired, delegates to attend the NJPTA Convention. Consider the amount to be given to the delegates for registration, meals, travel expenses, etc.
16. Appoint, if desired, representatives to attend the regional conferences, workshops, county dinners, and what expenditures should be allotted.
17. Elect officers to fill vacancies and provide procedures for such. Refer to Bylaws Article VI, Section 6.
18. Ensure that each person holds no more than two positions on the board per school year, i.e. should chair no more than two committees per school year. Elected officers should not serve as standing committee chairs, if at all possible.

### **RULE III – EXECUTIVE BOARD**

*A procedure book containing materials and information needed for the job shall be kept by each Executive Board member. The book is to be passed to his/her successor when he/she leaves the position. Information can be passed along using a thumb drive, a traditional paper binder or via the G-drive that is associated with the position's Gmail account. Electronic transfer of information via the G-drive is preferred.*

The procedure book shall contain the following information:



1. **Provide a weblink to the** National PTA Resource Guide, NJPTA handbook and guidebooks, Bylaws, and publications pertinent to the specific position.
2. A copy of the approved Local PTA Bylaws and a copy of the local PTA's standing rules
5. The names, addresses, and phone numbers of the county PTA or NJPTA counterparts.
6. Reports of predecessors with evaluations and recommendations.
7. Reports of committee meetings.
8. Copies of correspondence including fliers or other informative internal and external communications.

#### **Executive Board**

*The Executive Board shall consist of the Executive Committee and all committee chairs.*

#### ***Executive Board members shall:***

1. Attend all PTA meetings.
2. Attend county PTA or NJPTA workshops to receive training, and conferences to reinforce your position.
3. Notify the President when unable to attend meetings.
4. Be prepared to report at Executive Board meetings and to the General Membership at meetings as necessary..
5. Perform other assigned duties.

#### **RULE IV – NOMINATING COMMITTEE**

#### ***The nominating committee shall:***

1. Meet as soon as possible following their election.
2. Review Bylaws to confirm election dates.
3. Discuss nominations for the offices due for election.
4. Check to see that nominees are interested, and request to have his/her permission to be nominated.

5. Nominate individuals that have provided considerable service to the PTA.
6. Report the proposed nominations to the President for information only.
7. Prepare a written report to be presented at the designated meeting (according to the Bylaws).
8. The chair of the committee will present the report at the designated General Membership meeting, giving a written copy of the report to the President at that time.

#### **RULE V – COMMITTEES**

*Sign-ups for committee chairs will take place in April and committee volunteer opportunities will be available online throughout the year.*

***All committee chairs shall:***

1. Keep an up-to-date procedure book, which details the work done throughout the year.
2. Keep a copy of the approved plan of work.
3. Undertake NO work without prior approval.
4. Obtain prior approval for all expenditures.
5. Submit receipts of all expenditures to the treasurer on a timely basis.
6. Count, with a second person, all income received at functions.
7. Forward all monies to the Treasurer immediately following the counting, and obtain a receipt for the same.
8. Submit all bills immediately for payment, having the check made payable to the vendor.
10. Prepare a final report for presentation at the annual meeting.
11. Set a meeting with the incoming chair and pass all records and books to your successor within 14 days of the end of your term.
12. NOT sign any contracts. (Only the President can sign a contract on behalf of the PTA.)
13. Determine what budget, if any, your committee has and stay within its limits.
14. File building use forms when necessary. Obtain information on how to get them and where to file them.
15. Adhere to all procedures for financial reimbursement, photocopying, flyer approval and distribution, and web site postings.

16. Hold a follow-up meeting after the committee has completed its job or program. Discuss input, comments, and suggestions for the report.

17. Candidates for Class Parent Committee chairs are selected by the current chairs and presented to the Executive Committee for approval.

18. Class Parents are chosen based on service to the PTA. Candidates must demonstrate a commitment to PTA goals, including but not limited to attendance at PTA meetings.

19. All gift giving on behalf of the PTA is exclusively the responsibility of the Gifts Committee.

20. Use the President (or their executive link) as a communicant to the OPS administration. Committee chairs should not contact school administration on their own regarding PTA-related business.

21. Request approval by the Executive Committee, when necessary, to have more than two committee chairs appointed.

22. Request additional funding, when necessary to carry out the committee's mission. Committee chairs must notify the President as soon as it becomes apparent that additional funds are needed. The request will be presented at a General Membership meeting and a vote will take place. Should additional discussion be deemed necessary, the vote can be tabled until the following PTA General Membership meeting.

#### **RULE VI – AMENDING PROCESS**

1. A special committee shall review these standing rules at least once during each administration.

2. Standing rules may be adopted without previous notice by a majority vote at any business meeting of the Executive Committee.

3. Any proposal to suspend, amend, or rescind a standing rule must first be presented to the Executive Committee for discussion and vote. If a majority of the Executive Committee agrees with the proposal, it will be brought before the General Membership for a vote. A 2/3 vote of the General Membership is needed to pass the proposal.