

WASHINGTON SCHOOL PTA

STANDING RULES

2017

General Rules

1. Three absences by an executive board member may result in replacement, as deemed necessary by remaining board members.
2. Any Executive Board Member who cannot attend any meeting of the Membership or Executive Board must notify the President or Recording Secretary prior to the meeting or the absence will be unexcused. Excused absences include those due to illness, work, vacation or other previous commitments.
3. Every Executive Board member, committee chairperson, committee member and room rep must be a paid Washington School PTA member for the current year.
4. All committees should be in contact at least once prior to their event to review procedures, update procedures, determine responsibilities of each committee member and ensure that one member of the committee will be available to report at each Executive Board meeting.
5. Each chairperson shall prepare or update a procedure book, which will be turned over to the President at the last Executive Board meeting. This procedure book shall include a plan of work, activities, work accomplished, procedures used and a list of expenses incurred.
6. Three members of the five elected to the nominating committee must have served a minimum of one year on the Executive Board.
7. Officers will be asked to attend at least one County dinner/meeting per year. Any Executive Board member may attend at his/her own expense. If an officer is unable to attend, a substitute may be asked to attend at the discretion of the president.

8. In order to serve as President, an individual must have served on the Executive Board in another role for one full term before the commencement of their term as President.
9. The PTA sponsored classroom parties must be run by paid PTA members only. If you are not a PTA member, you cannot participate in a PTA sponsored party.
10. Money collected by Class Captains for the parties is to be used for the four PTA parties: Halloween, Holiday, Valentine's Day and Spring Fling. If a teacher wishes to have a party in addition to the four PTA parties it is not considered a PTA function and, therefore, the collected money may not be used for such a party. It is advised that the Class Captain work with the teachers on these occasions to solicit food and supply donations from the parents.
11. The PTA 4th grade awards may only be given to children of parents who are PTA members while their children are in 4th grade. If at least, one parent is not a member of the PTA, this child will not be eligible for a PTA award.

Rule I – Officers

President

The President shall:

1. Call meetings to order on time and proceed with the business.
2. Maintain a fair and impartial position at all times.
3. Prepare an agenda for each meeting with the minutes previously provided by the recording secretary and give copy of proposed agenda to Recording Secretary.
4. Have a copy of the current NJPTA-approved, Local PTA Bylaws with him/ her at every meeting
5. 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.)
6. File his/ her signature at the bank at which the funds are deposited.
7. Fill out a signature card at the bank and sign checks with the treasurer.
8. Represent the PTA at all district or state functions when invited, or assign an alternate.
9. Appoint chairs of standing committees (if bylaws directed), or have an agenda time to do so at executive meeting.
10. Coordinate the work of officers and committees so that the goals of the PTA are realized.
11. Prepare a calendar for the year with the executive committee.
12. Share all National PTA, NJPTA, and County PTA mailings and other information with all Local PTA members, especially the chairs.
13. Notify the County PTA and NJPTA of any change of address.
14. 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 secretary does so.
15. Signs all contracts for the association as President.
16. Approve all correspondence by chairpersons and/ or their committee members before it is distributed to the membership.
17. Maintain regular communication with the principal
18. Serve on the Budget Committee

1st and 2nd Vice Presidents

The Vice Presidents 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. Not be ex-officio on committees in the absence of the president.
5. If a vacancy occurs in the office of the president, in the designated order, until election takes place, assume duties for the remaining term according to the Bylaws.
6. 1st VP can sign checks in the absence of the president or in the case of a check being written to the president or treasurer
7. Must fill out a signature card at the bank

8. 1st VP will directly oversee the function of the Classroom Coordinators, acting as the point of contact.

Recording Secretary

The recording secretary shall:

1. Have minutes submitted to president within 72 hours of previous meeting to assist in preparation of agenda.
2. Keep minutes in a 3 ring binder
3. Maintain a permanent file of minutes, committee reports, membership lists, and other records of the association. (These are official documents; minutes can be subpoenaed in a court of law.)
4. 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

Corresponding Secretary

1. Read the correspondence received.
2. Send notices to members of executive committee or Board of Directors meetings.
3. Prepare for distribution to the membership all notices of general meetings.
4. Maintain an up-to-date file of all correspondence
5. Manage technology related to the distribution of information to the membership
6. Manage PTA mailbox

Treasurer

The treasurer shall:

1. 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.
2. Send payment for insurance and other agency payments by the required filing dates.
3. Include the Local PTA name and number on all checks submitted to NJPTA and the National PTA.
4. Prepare the 990/990-EZ/990N and Charities Registration forms by first day of school and file within 48 hours of budget approval

5. Chair the budget committee to prepare the budget, if so stated.
6. Present the budget report to the president every three months, or as requested.
7. Alert the Board of Directors to the line items in the budget near depletion, as well as those over the budget.
8. Order and pay for, with Local PTA funds, past president's nameplate for the retiring president.
9. Complete and file new bank forms, when necessary.
10. Immediately following a PTA event/ fundraiser, deposit all funds received into the PTA account.
11. Have books, records, and receipts prepared for the audit at least two weeks prior to the meeting in which the audit report is due.
12. Prepare end of year financial report
13. Pay county council dues when required.
14. Submit a copy of the Annual Audit Report to the NJTPA office immediately following the completion of the audit.

Rule II – Executive Committee

Meeting 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 for training.
2. Appoint chairs or 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.

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

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. Loose-leaf books will be used to make it easier to add or delete materials to keep contents up-to-date.

The procedure book shall contain the following information:

1. 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.
3. The approved plan of work for the position.
4. The list of Executive Board members, including their addresses and phone numbers.
5. The names, addresses and phone numbers of the county PTA or NJPA counterparts.
6. Reports of predecessors with evaluations and recommendations.
7. Reports of committee meetings.
8. Copies of articles submitted to the PTA newsletters or other publications.
9. A copy of the Local PTA's standing rules.

The Executive Board shall consist of the President, 1st and 2nd Vice President, Treasurer and Recording and Corresponding Secretary.

Executive Board & Executive Committee 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 all PTA Meetings and Executive Board Meetings.
5. Perform other assigned duties

The Executive Board shall:

1. Hold an organizational meeting to:
 - a. Acquaint each officer and chair with his/her responsibilities
 - b. Set dates for Executive Board and PTA Meetings
 - c. Plan programs with the appropriate chairs
2. Review and submit the prepared budget to the association for approval
3. Present a report of activities conducted between the meetings of the association.
4. Prepare a list of goals for presentation to the membership at the first meeting.
5. Approve chairs' plans of work.
6. Create special committees when needed. Refer to Bylaws Article X, Section 4.
7. Appoint, if desired, delegates to attend the NJPTA Convention. Consider the amount to be given to the delegates for registration, meals, travel expenses, etc.
8. Appoint, if desired, representatives to attend the regional conferences, workshops, county dinners, and what expenditures should be allotted.
9. Elect officers to fill vacancies and provide procedures for such. Refer to Bylaws Article VI, Section 6.
10. A committee chair may, when absolutely necessary, request additional funding to carry out the committee's mission. Committee chairs must notify the President as soon as it becomes apparent that additional funds are needed. Executive Board will vote on approval.

Rule IV – Nominating Committee

The nominating committee shall:

1. Meet as soon as possible after their election.
2. Review bylaws to confirm election dates.
3. Gather nominations for each office due for election. Describe how they should this (via flyer or letter sent home to each PTA member). Compose the letter with the date that nominations should be returned to the committee.
4. Meet to elect the nominees after nomination forms have been returned.
5. Have the nominee complete the Nomination Acceptance and Information Form
6. Review completed forms to use in the assessment of qualifications
7. Report the proposed nominations to the president for information only.
8. Prepare a written report to be presented at the designated meeting (according to the Bylaws).
9. 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

Standing committee chairs shall:

1. Keep an up-to-date procedure book/folder, 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 expenditures.
5. Submit receipts of all expenditures to the treasurer.
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.
9. Notify the president of all committee meetings to be held.
10. Pass all records and books to your successor upon the completion of your term.
11. NOT sign any contracts – submit ALL contracts to President for signature
12. Adhere to budget.
13. Receive approval from the President & Principal before distributing any correspondence.
14. Use the Washington PTA letterhead on all correspondence
15. Complete the Committee Report and submit it, along with the completed folder/book, to the President upon completion of committee work.

Rule VI – Removal of Officers or Chairpersons

1. In the event that an officer or Committee Chairperson is unwilling to follow the responsibilities listed above (Rule V), are not in compliance with Washington School Bylaws and/or Standing Rules, and/or act in a manner that is detrimental to the overall functioning and image of the organization, the officer or chairperson may be

- removed from their position after a good faith effort by the Executive Board to resolve the issue at hand.
2. There should be a majority vote amongst the executive board officers (President, 1st VP, 2nd VP, Treasurer, Corresponding Secretary, and Recording Secretary) to finalize this decision.
 3. In the event of an Executive Board member being voted upon, there will need to be a majority vote among the remaining Executive Board officers.

Rule VII – 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 $\frac{3}{4}$ vote of the Executive Board. These standing rules may be suspended by a majority vote, or they may be amended or rescinded by a $\frac{2}{3}$ vote at any meeting, or by a majority vote with previous notice

Rule VIII – General PTA Membership

1. Any member who remits payment via check to the PTA and whose check is returned due to insufficient funds is responsible for the payment of any fees incurred due to the returned check and repayment of original expense
2. Members will adhere to guidelines and rules posted on fliers/ letters as pertaining to PTA sponsored events and activities.
3. Members must request permission in writing to use the PTA letterhead for any purpose outside of PTA committee work

Rule IX. PTA Party Check In Procedure for Washington School

1. On the day of PTA-sponsored Classroom Parties, previously designated Room Reps can begin to arrive up to 30 minutes before the start of the party (Parties begin at 2PM on full school days; parties begin at 12PM on Early Dismissal Days).
2. On the day of the Halloween Parties, Room Reps may arrive at 1PM (30 minutes prior to the start of the Halloween Parade).
3. Upon arrival, Room Reps will check in with the School Staff member stationed in the main entrance of the school. One PTA volunteer from the Classroom Coordinator committee will assist with the check-in process.
4. After signing in and receiving a guest pass, all Room Reps must proceed to the Gym where they will check in with a member of the Classroom Coordinator Committee.
5. Room Reps who arrive with food will follow the Food Safety Procedure listed below.
6. All Room Reps must remain in the Gym until the published party start time.

7. On the day of Halloween Parties, after finishing the check-in process in the Gym, Room Reps may exit the building through the front entrance and proceed to the parade viewing area. After the completion of the parade, Room Reps may enter the building through the front entrance and proceed to the gym to pick up their party food and then may proceed directly to the classroom.
8. Guest passes must be visible at all times.

Rule X. PTA Party Food Safety Procedure

1. Classroom Coordinators will work with the school nurse to secure a list of all allergies by classroom.
2. Classroom Coordinators will work with class captains, room reps, teachers and parents to ensure that food being purchased for the party addresses all allergies present in each specific classroom.
3. All food being supplied for the party needs to be emailed by the room reps to the Classroom Coordinators for approval one week prior to the party.
4. All food items being checked on the day of the party should have been previously emailed to and approved by the Classroom Coordinators.
5. Any changes made to the initially approved food should be emailed to the Classroom Coordinators prior to the party.
6. Classroom Coordinators will check all foods on the day of the party to ensure that they are in compliance with the food restrictions present in each classroom.
7. Any food not in compliance will not be permitted to enter the classroom.