



Standing Rules of Brunner Elementary PTA (Adopted 09/20/2022)

I. Name and Identity

The name of this PTA is H.B Brunner PTA. This PTA serves the children in the Brunner Elementary School. Its local PTA number is UN-34. Its national PTA number is 18491.

II. Tax Exempt Status

This PTA was granted tax exempt status under section 501(c) (3) of the Internal Revenue Code and was assigned Employer Identification Number (EIN) number 223130134. A copy of the IRS letter of determination is filed in the legal document file maintained by the president and secretary.

III. IRS Annual Filing

The treasurer is responsible for filing the appropriate federal Form 990 informational return prior to November 15. Copies of the current and past year's returns are kept in the legal document file maintained by the president and secretary.

IV. New Jersey Annual Charities Registration Filing

This PTA is registered with the New Jersey Division Consumer of Affairs, Charities Registration Section and was assigned a Charities Registration Identification number CH0773100.

The treasurer is responsible for filing the annual charities registration renewal form (Form 300) by December 31 to avoid penalties. Copies of the current and past year's filings are kept in the legal document file maintained by the president and secretary.

V. Incorporation Annual Filing

This PTA was incorporated on June 9, 1976 and assigned a New Jersey Corporation ID number 100019953. The treasurer is responsible for filing the New Jersey Annual Report form online. The Incorporation ID Number is kept in the legal document file maintained by the president and secretary.

VI. Standards of Affiliation

Per the New Jersey PTA, this PTA will annually complete the *New Jersey State PTA Standards of Affiliation* agreement in its entirety, and agrees to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

VII. Membership

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Membership in H.B. Brunner PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of PTA.

VIII. Membership Dues

The dues for H.B. Brunner shall not exceed \$9.00 per individual adult membership, \$9.00 per staff membership. All paid members may make motions, participate in debate, and vote at PTA membership meetings.

IX. Council Dues

The dues for Scotch Plains- Fanwood PTA Council shall be approximately \$1300 as per bylaws of the Scotch Plains- Fanwood PTA Council

X. General Membership Meetings and Quorum

Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at a General Membership meeting.

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the Board of Directors.

- Brunner PTA will have ten (10) PTA Board Meetings & at least three (3) General Membership meetings. Meeting dates and times shall appear in the following locations: PTA Backpack Newsletter and PTA website.
- Each Executive Board member is expected to attend all monthly board and general PTA meetings.
- Each Chairperson is expected to attend all of his or her standing committee and PTA meetings.
- Chairpersons who need to make a committee report at a monthly meeting shall notify the President and Recording Secretary two weeks in advance.
- An outline of the agenda for each PTA meeting shall be made in advance and posted on the PTA website.
- All newly-elected PTA officers and Standing Committee Chairpersons shall assume their duties on July 1st.
- At the request of a quorum of members, ad hoc committees can be created for either one-time needs or for exploration to create a standing committee.

Each member will receive notice of the place, date, and time of the meetings not less than five days prior to the date of the meeting. A quorum of at least 15 must be present to conduct business.

XI. Board of Directors Meetings

The Board of Directors shall set a calendar of regular board meeting dates and times. The Board of Directors shall meet ten (10) times within the year. Special meetings of the Board of Directors may be called by the president or upon written request of the majority of members of the Board of Directors. Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the Board of Directors at least five days prior to the special meeting. Quorum for board meetings is a

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majority of the sitting board. The right to make motions, participate in debate, and vote at PTA Board of Directors' meetings shall be limited to members of the Board of Directors.

XII. Elected Officers (Executive Committee) and Standards of Affiliation

The elected officers of this PTA shall be: President, 1st Vice President/ Room Parents, 2nd Vice President/ Fundraising, Treasurer, Corresponding Secretary, Recording Secretary. Officers shall be elected at a General Membership meeting, in the month of May.

A term of office shall be two (2) years or until a successor is elected.

If elections are staggered (some officers elected in one year and the other elected the next year: President, 1st Vice President & 2nd Vice President will be elected in odd years. Treasurer, Corresponding Secretary & Recording Secretary shall be elected in even years

This PTA will review the NJPTA Standards of Affiliation yearly. The Treasurer is responsible for filing required documentation.

XIII. Officer Duties

The specific duties that the officers are responsible for:

1. President :

- A. The president shall preside at all meetings of the organization and the board of directors, serves as ex-officio member of all committees except nominating and audit, coordinate the work of the officers and appoint such special committees.
- B. The president is also on the PTA council board and attends meetings every other month. The PTA council board consists of the Scotch Plains - Fanwood district school PTA presidents.
- C. The President shall produce the weekly PTA Newsletter, The Brunner Backpack, for the duration of the school year.

2. First Vice President – Room Parents

- A. Act as an aide to the president and shall be first to perform the duties of the president in the absence or inability to act; perform other such duties as determined by the board of directors.
- B. Oversees room parents, class list information, communication on behalf of the PTA to the class parents
- C. In conjunction with the hospitality committee, organize and execute activities for the PTA teacher appreciation activities in May.
- D. Orders and distributes planners and folders to all Brunner classrooms.

3. Second Vice President – Fundraising

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- A. Act as an aide to the president and shall be second to perform the duties of the president in the absence or inability to act, and in the absence or inability to act of the First Vice President, perform other such duties as determined by the board of directors.
- B. Serve as ex-officio member of all Fundraising Committees.
- C. Provides monthly reports to President from all Fundraising Committees.

4. Treasurer

- A. Maintain a full account of the funds, keep a full and accurate account of the receipts and disbursements in the books, deposit all monies in the name of the organization, and disburse funds in accordance to the bylaws.
- B. Taking proper vouchers, present a written financial statement, present an annual financial report, reconcile monthly bank statements, verify checks are signed by two parties, have accounts verified annually by financial review.
- C. Assist with budget preparation, must report at all monthly board and general PTA meetings, perform other duties as provided by the bylaws, president or board.
- D. Deliver to their successor all books, records and documents. Treasurer also files annual reports with the State and Federal Government and maintain charitable organization, gaming licenses and liability insurance.

5. Recording Secretary

- A. Attend all meetings of the organization providing a written copy of minutes for approval by the board, keeping an accurate account of all meetings.
- B. Act as a clerk thereof and record all votes.
- C. Record the minutes of all PTA meetings, have a copy of the Bylaws, a current membership list available at every meeting.
- D. Present updates / summaries from absent committee chairs during board meetings.
- E. Perform such duties as may be provided for by the bylaws, or directed by the president or board, deliver to the successor all books, records, and documents.
- F. Maintains listing and description of all committees and their duties, via Google Drive, on the brunnerpta@gmail.com account.

6. Corresponding Secretary

- A. Receive/respond to correspondence sent to the PTA and to present it to the President and board at meetings.
- B. Maintain the official Brunner Facebook page and Brunner PTA Instagram Page.
- C. Send out notes to families, faculty and staff for major events (like marriages, deaths, new babies, etc...)

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- D. Make gift purchases and send notes at end of year and during special times through out the school year.
- Each Officer is expected to notify the President and Recording Secretary if they are unable to attend a PTA Meeting. An absent Officer is responsible for sending a report, if applicable.
- Each Officer shall keep a detailed procedure notebook This notebook outlines all duties and activities of his or her office and makes suggestions for successors.
- Officers shall represent the Brunner PTA at all the BOE meetings in this order: President, VP1, VP2, Recording Secretary, Corresponding Secretary, Treasurer, Committee Chairs
- The President shall make an announcement about the need for Nominating Committee members at the November PTA meeting. The Nominating Committee shall be elected at the January meeting and present a slate of officers at the March meeting. The membership shall conduct a vote of officers at the May meeting.

III. Board of Directors

The Board of Directors of this PTA shall consist of the elected officers and the chairmen of the following standing committees: Membership Chair, Pretzel Sale Chair, Media Center Representative, 4th Grade Chairs, Cultural Arts Chair, Variety Show Chair, Hospitality Chair

IV. Training Requirements

This PTA will ensure that each elected officer attends a minimum of one NJPTA-approved training during the fiscal year.

V. Committees

The Board of Directors shall establish committees. Committee Chairs shall be appointed by the by the members of the Board of Directors at the time of appointment for a term of one year. Since no other chairs have been appointed – the Board of Directors will only consist of the elected officers. All Committee Chairs must be current members of this PTA. A committee chair may be removed from their position by a vote of the Board of Directors.

- Only members in good standing may be on a committee
- All Committee Chairpersons shall receive a PTA procedure book (May be digital), which provides an outline of duties and activities for the committee to use in carrying out its PTA functions as well as a budget (if a budget is necessary).
 1. This procedure book shall be updated with the details of the year's programs and events plus ideas and suggestions for successors.
 2. Year-end reports shall be submitted to the Recording Secretary and the President. The Recording Secretary will return a copy to be filed in each chairman's notebook.

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3. All outgoing committee Chairpersons must submit their procedure notebooks to the Recording Secretary or President at the end of the school year or within 30 days of the last function of the committee.
- The Recording Secretary will ensure that a copy of the most current Bylaws and Standing Rules shall be forwarded to each committee chair and available to read on the PTA website.
 - **Any contracts** the PTA enters into **must be** reviewed, approved, and signed by the PTA President.
 - **Building Usage Forms** — If your committee needs to use the school (indoors or outdoors) at any time for either a meeting or event, you must fill out the Building Usage Form, (available on the PTA website) and submit to PTA President, sharondowlingpta@gmail.com for approval of the date, time, and location. Any supplies that you need from the school should be listed on this form as well (tables, chairs, speaker and microphone, garbage pails, etc.)
 - **All flyers** need to be forwarded to Dr. Bortnick (SBortnick@spfk12.org) and PTA President (sharondowlingpta@gmail.com) for final approval before being posted or sent home. All flyers will be posted on the Backpack and Brunner Facebook Page. Have your flyer approved, at least a week before it posts.
 - You will need to submit all information to be posted in the Backpack to sharondowlingpta@gmail.com **no later than the Saturday Night before the Backpack edition you want it published.** Please follow the guidelines listed below:
 1. Submit a short description, up to three sentences to describe event or solicitation for volunteers.
 2. Be sure to attach any flyers, links, sign-ups, etc.
 3. Flyers should be saved as a PDF, Word Doc, or JPG
 - Please use Sign-Up Genius or Google Docs, for any **sign-ups** that you may need (parent volunteers, baked goods, etc). Please do not have parents email you personally. If you need help, please contact PTA President.
 - Contact PTA President and Treasurer for the **budget** for your committee if it is not in the previously provided.
 - A **summary of your event** in the form of a spreadsheet (preferably) should be emailed to the PTA President and Treasurer, brunnertreasurer@gmail.com, with the final details of your event (money taken in, expenses, and final profit/loss, amount sold, etc...) within a week of event ending. This helps us to determine what events are working/not working for us.
 - A PTA representative must remain at any PTA sponsored function held at the school until completion of the function and all children have left the premises.
 - If the event is a parent social that includes alcohol, the committee members must remain sober.

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Standing Committees

Standing Committees shall be created by the Board of Directors as required to promote the objectives and interests of the PTA. The Board of Directors shall appoint the Chairs of the Standing Committees. The business of the Standing Committee will be conducted throughout the year.

The chairs of all Standing Committees shall present plans of work to the Board of Directors for approval. No Committee work will be undertaken without the approval of the Board of Directors. All work performed must be done within the adopted budget.

Special Committees

A. Audit Committee

1. The Audit Committee be selected by the Executive Board from volunteers at the May PTA meeting and announced at the June PTA meeting and must consist of an uneven number of individuals.
2. The Audit Committee members must be PTA members for a minimum of 3 months, in good standing and who are not authorized to sign checks, plus one alternate.
3. The Audit Committee shall audit the Treasurer's accounts after the close of the accounts on June 30th and prepare a written report of findings to the Executive Board that will be presented to membership at the September meeting.

B. Nominating Committee

1. The President shall call for volunteers to serve on the Nominating Committee at or before the October PTA meeting. Nominating Committee should be elected at the November meeting.
2. The Nominating Committee members must be any current PTA members, excluding the current President, for a minimum of 3 months, in good standing who are not authorized to sign checks.
3. If more than 3 volunteers step forward, the Committee can consist of any odd number and one alternate.
4. If no volunteers step forward in the timeline provided, timelines for electing the Nominating Committee shall be extended until volunteers step forward.
5. The Nominating Committee shall follow the guidelines provided below in addition to those in the bylaws and Nominating Committee Handbook, for selection of candidates:
 - A. The Nominating Committee shall solicit names of candidates for officers only from PTA members in good standing. A list of PTA members will be provided by the recording secretary.
 - B. The Nominating Committee will evaluate all possible nominees, via guidelines in the NJPTA Nominating Committee Handbook, this may be done through interviews, either in person or through questionnaire. The Nominating Committee will then choose one

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qualified nominee for each officer position. The Nominating Committee must obtain written consent from all nominees.

- C. The Nominating Committee, as a courtesy, will inform the PTA President of the slate.
- D. The Nominating Committee shall compile a report upon the completion of their duties. This report shall be presented to the Executive Board.
- E. The Nominating Committee should refer to the responsibilities for each open board position outlined in part, in this standing rules document.
- F. If more than one qualified individual has been nominated, the Committee shall work, via instructions from the Nominating Committee Handbook, to narrow the selection down to three for presenting for the ballot.
- G. Once a slate of officers has been selected, the Nominating Committee prepares and presents a report for the PTA board meeting and the general meeting, listing nominees for each office. This document shall be dated and signed by all members of the Committee; the Chair shall retain one copy to read at the election meeting.
- H. Once the balloting is complete, the Nominating Committee is discharged from their duties.

VI. Budget and Monthly Financial Reports

This PTA shall approve an annual operating budget in the Fall of each year. The General Membership has the authority to reallocate funds budgeted for one purpose to another purpose. The treasurer will submit a monthly financial report to the Board of Directors.

VII. Financial Review

The PTA is required to conduct a financial review of its books at the close of the fiscal year. (June 30). A financial review committee with a minimum of three members appointed by the president and approval of the Board of Directors will perform the financial review. The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.

Members of this committee shall not include the president, the treasurer, any person authorized to sign on the PTA bank accounts for the period that is being reviewed, any individuals related by marriage or blood to the authorized signers, or any individuals living in the households of the authorized signers.

VIII. Bank Account

This 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 officers as prescribed in the PTA Bylaws

IX. Independent Review of Bank Statements

The PTA's monthly bank account statements shall be provided to a member appointed by the Board of Directors. This member will be appointed by the board at the beginning of the fiscal year. This

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member is responsible for reviewing the accounts and shall not be a signer on the accounts. The reviewer shall promptly report to the Board of Directors any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.

X. Bank Account Signers

The President and Treasurer will be the authorized signers of all bank accounts unless there are extenuating circumstances. In such circumstances, the Board of Directors shall determine which other officer shall have signing authority.

There must be a third signer in addition to the President and Treasurer. The Board of Directors shall also determine who the third officer on the bank accounts will be. The signers of all bank accounts of this PTA shall be: The Corresponding Secretary of the PTA Executive Board.

No signers shall be related by marriage, law, or blood, and/or living in the same household.

XI. Payments and Reimbursements

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 (sixty) days of expenditure.

Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTA.

No authorized signer will sign a check to themselves. Two authorized signers must sign all PTA checks.

XII. Voting Delegates

This PTA may send as many voting delegates to the NJPTA Convention as allowed by the *NJPTA State Bylaws*.

If this PTA belongs to a council PTA, the number of voting delegates that this PTA may send will be listed in that council PTA's bylaws.

XIII. Awards

NJPTA Honorary Life Membership and NJPTA Meritorious Service Awards may be awarded. The president shall appoint the awards committee, with the approval of the Board of Directors. The awards committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.

XIV. Standing Rules (Adoption/Amendments)

The standing rules of this PTA shall be adopted annually by majority vote at the first membership meeting of the school year.

The standing rules may be amended at a membership meeting by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required. The adopted standing rules of this PTA must be submitted to NJPTA to be held on file for reference.

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- Standing rules are permanent motions that supplement the bylaws and outline procedures of the association with specific details. They are needed to keep from going through the formality of amending the unit bylaws when situations arise that could be covered by a standing rule. Standing rules must not conflict with the bylaws.
- The Standing Rules shall be reviewed annually by the Executive Board and revised or updated as necessary. They may be revised or amended at any PTA meeting by a two-thirds vote of the members present without previous notice or by a majority vote with prior notice.

XV. Code of Conduct and Social Media Use

Elected officers of this PTA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the Scotch Plains-Fanwood Volunteer Handbook policies.

Members of this PTA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals that are associated with Brunner Elementary school.

This PTA shall have a social media policy which shall be reviewed yearly by the Board of Directors.

Communications and Electronic Procedures

- This PTA shall maintain a public website for communications with members.
- This PTA shall e-mail a newsletter to all members one time per week– which shall include the link to the website for general meeting agendas, and with the link to the website for general meeting minutes.
- For security purposes, no documents maintained on this PTA's website shall include copies of member signatures.
- Passwords for the various electronic accounts shall be maintained by the President, Vice President(s), Corresponding Secretary, Treasurer, and Recording Secretary. Officers must be notified immediately with the change of any passwords.
- All passwords will be reset by the Executive Board annually during the change of officers.
- Membership records, including contact information, event attendance rolls, etc., shall not be shared with any outside parties, including website advertisers, Brunner administration or staff, or other members of this PTA.

XVI. Membership Obligation

- PTA membership is required for all leadership positions: Executive Board Members, Committee Chairpersons, and Room Parents.
- PTA membership is required to vote at meetings.

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XVII. Budget, Financial and Bonding

All members of the Executive Board and the general membership must understand that according to IRS rules, all funds spent by this organization must fall into at least one of the following categories:

- **Educational** – Supplementing the educational instruction of students, such as: assemblies, field trips and guest speakers.
- **Service** – Providing this association's children with services or programs that they otherwise may not receive.
- **Operational** –Covering normal expenditures such as website fees, postage, printing, insurance, and supplies. This category also covers the cost of training and education for the association's officers, along with publications and kits that may enhance the training of officers.
- All fundraising and event money shall be counted by at least two (2) persons and all counters shall sign a completed Itemized Receipt Form. The money shall then be given to the treasurer, who shall also count and sign the Itemized Receipt Form.
- The Executive Board, with a majority vote, may approve unexpected expenditures up to \$150.00 per occurrence for items not included in the budget or for line items exceeding the budget. This action does not necessitate a vote among the general membership, but is limited to a total of \$600.00 per year.
- When a motion for a vote for an expenditure over \$4000 is anticipated at an upcoming PTA meeting, notice shall be posted to the general membership via the newsletter or Facebook page at least two weeks prior to the date of the general meeting.
- Any check made payable to this PTA that is returned as NSF will be re-deposited two (2) times. Any charges incurred by the PTA because of insufficient funds shall be charged to the check writer. This PTA reserves the right to refuse subsequent checks from the check writer and require cash or money orders for payment.
- This PTA shall reimburse allowable, budgeted expenses to members who submit receipts with proper documentation to the treasurer within sixty (60) days of the event or within seven (7) days of the end of the school year, whichever comes first.
- Any “chaperone tickets”, “complimentary tickets”, gifts or the like earned from fundraisers or events are the property of the Brunner PTA. These items shall be used for additional fundraising, donations to other school-affiliated organizations, or similar purposes.
- Brunner PTA only solicits and accepts gifts and donations that are consistent with its mission and will generally accept those from individuals, partnerships, corporations, foundations, government agencies, or other entities. In the course of its regular fundraising activities, Brunner PTA will accept donations of money, personal property, stock, and in-kind services. Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for Brunner - examples of gifts which will be subject to review include gifts of personal property valued over \$5000, and gifts of securities.

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- Volunteers are expected to pay their own admission to events and fundraisers.
- The following insurance shall be purchased(bi)annually by this PTA:
 1. Commercial General Liability
 2. Gambling license
 3. Medical (Accident Medical)
- 6. Commercial Crime & Fidelity (Bond)
- 7. Non-Profit Liability (Officers Liability)