



Standing Rules of School One Elementary PTA

1. **Name and Identity**

The name of this PTA is School One Elementary PTA.

Its Local PTA number is available from the treasurer.

2. **PTA School(s)**

This PTA serves the children in the Scotch Plains Fanwood School District.

3. **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). A copy of the IRS letter of determination is filed in the legal document file maintained by the president and secretary.

The EIN of this PTA is available from the treasurer.

4. **IRS Annual Filing**

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

5. **New Jersey Annual Charities Registration (CRI) Filing**

This PTA is registered with the New Jersey Division Consumer of Affairs, Charities Registration Section and was assigned a Charities Registration Identification (CRI) number. The treasurer is responsible for filing the annual charities registration renewal form (Form 300) by **December 31st** 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.

The CRI number of this PTA is available from the treasurer.

6. **Annual Filing**

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.

This PTA was incorporated on and assigned a New Jersey Corporation ID number.



7. 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.

8. Membership

Membership in this 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.

9. Membership Dues

The dues for this PTA shall be \$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.

10. Council Dues

The dues for SPF Council PTA will vary each year per Select as stated in the *Please note that Council dues are to be paid directly to the Council.

11. 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 must take place at a General Membership meeting.

General membership meetings are required to accomplish the business of the association. A calendar of general membership meetings must be determined by the Board of Directors and must be announced/posted prior to the 1st General Membership meeting of the school year. Each member will receive notice of the location, date, and time of all meetings not less than five (5) days prior to the date of the meeting.

School One PTA will have 2 General Membership Meetings and 6 PTA Board of Directors Meetings.

A quorum of at least ten (10) members OR the number of your PTA's officers doubled plus one (1) (whichever is greater) must be present to conduct business. This PTA's quorum is 15.

12. Board of Directors Meetings

The Board of Directors must set a calendar of regular board meeting dates and times. 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 location, date, time, and purpose of the meeting shall be sent to each member of the Board of Directors at least five (5) days



prior to the special meeting. Quorum for board meetings is a 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.

13. Elected Officers

The required elected officers of this PTA are: President, Vice President, Secretary and Treasurer

Additional Officers or the clarification of their titles are as follows:

Vice President of Services
Vice President of Fundraising
Recording Secretary
Corresponding Secretary
Outreach Coordinator

Officers shall be elected at a General Membership meeting, in the month of May or June.

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

Elections are staggered:

The President, VP of Service, VP of Fundraising, will be elected in the even years.

The Treasurer, Recording Secretary, Corresponding Secretary, and Outreach Coordinator will be elected in the odd years.

If during the school year the elected officers are unable to perform their duties they may be removed by vote at a PTA meeting or temporarily replaced until they are able to meet their obligations.

14. Officer Duties

President:

- a) The president shall preside at all meetings of the organization and the board of directors, serve as ex-officio member of all committees except the nominating committee, coordinate the work of the officers and appoint such special committees. Meeting will be run with "Roberts Rules".
- b) The president shall appoint a parliamentarian. He/she shall perform such other duties as may be provided for by the bylaws, prescribed by the parliamentarian authority or assigned to him by the organization or by the board of directors.
- c) The president is also on the PTA council board and attends meetings every month. The PTA council board consists of the Scotch Plains-Fanwood district school PTA presidents.



d) The President shall make an announcement about the need for Nominating Committee members at the December or January PTA meeting. The Nominating Committee shall be elected at the March meeting and present a slate of officers at the April meeting. The membership shall conduct a vote of officers at the spring meeting.

Vice President – Services (1st VP):

- a) Act as an aide to the president and shall in their designated order 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) Serve as an ex-officio member of all Service Committees.
- c) Organize and execute activities for the PTA Teacher Appreciation Week activities in May.
- d) Organize BooHoo/WooHoo Breakfast on the first day of school and staff luncheon at the beginning of the year.

Vice President – Fundraising (2nd VP):

- a) Act as an aide to the president and shall in their designated order 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) Serve as an ex-officio member of all Fundraising Committees
- c) Organize Dudes & Donuts Breakfast first day of Book Fair
- d) Organize and implement Penny Wars fundraiser.

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 with the bylaws.
- b) Take 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. Must be available at school events that involve collecting PTA monies. Treasurer also files annual reports with the State and Federal Government and maintains charitable organization, gaming licenses and liability insurance.

Outreach Coordinator:

- a) Oversee Sunshine committee. Purchase and distribute gifts to School One faculty, staff, and volunteers throughout the year.
- b) Support VP of Services and VP of Fundraising as needed.



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; post a written copy of meeting minutes during PTA meetings and general assembly meetings, Present updates / summaries from absent committee chairs during board meetings.
- c) 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.
- d) Oversee Membership. Conduct membership drives, enter all members into Givebacks throughout the year.
- e) Ensure that committee chairs for both standing and special committees and coordinators are PTA members as well as all volunteers.

Corresponding Secretary:

- a) Receive/respond to correspondence sent to the PTA and to present it to the President and board.
- b) Send weekly emails regarding upcoming PTA events to subscribing families. Maintain eBlast contacts, subscribing and unsubscribing as requested.
- c) Maintain the PTA section of the School One website. Remove families that are no longer in School One
- d) Maintain the events section of the PTA Facebook page and Instagram.
- e) Send Mr. Fiory updates to the School One sign as needed (monthly) to reflect important upcoming school dates.

15. Board of Directors

The Board of Directors of this PTA shall consist of the elected officers and the chairmen of the Standing Committees of this PTA. Each Board member shall provide the Secretary with a minimum of their name, phone number and email address at least 14 days after election or appointment. Each Board member shall prepare and present a written report of activities conducted between the Board and General Membership meetings of the association.

PTA Standing Committees are committees that are full year commitments. All other committees form as needed.

The Standing Committees of this PTA are:

1. 4th Grade Committee
2. Corporate Reimbursement
3. Authors Visit
4. School Assemblies
5. Room Parent Coordinator



6. Library / Gift Book
7. Birthday Shout-outs
8. Kids Care Club

16. Training Requirements

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

17. Committees

The Board of Directors will establish committees. 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.

18. Special Committees

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 be chaired by the Vice President for the school year being audited.
4. 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.

Nominating Committee

1. The President shall call for volunteers to serve on the Nominating Committee at or before the February PTA meeting.
2. The Nominating Committee members must be PTA members for a minimum of 3 months, in good standing who are not authorized to sign checks.
3. The names of volunteers for the Nominating Committee shall be presented by the President for election at the March meeting.
4. If more than 3 volunteers step forward, the Committee can consist of any odd number and one alternate.
5. The Nominating Committee shall follow both the guidelines provided below in addition to those in the bylaws 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) For all positions where more than one name has been suggested, the Nominating Committee may conduct interviews, or solicit a response document to Committee identified questions. If a response document



and/or interviews are used, the questions asked shall be identical for all candidates for the same office. The questions may differ between offices.

c) The Nominating Committee shall compile a report of their process documenting all questions, etc. upon the completion of their duties. This report shall be presented to the Executive Board.

d) The Nominating Committee should refer to the responsibilities for each position outlined in part in this standing rules document.

e) If more than one qualified individual has been nominated, the committee shall work to narrow the selection down to three for presenting for the ballot.

f) 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.

The Report shall be provided to the PTA Executive Board as soon as possible. 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.

g) The Nominating Committee must complete their report to allow the Corresponding Secretary 14 days before the May PTA meeting to send out the slate of candidates to all PTA members. The slate should include a brief biography of qualifications of all candidates, even if only one nominee exists for a position.

h) If a nominee withdraws before the balloting begins, the Nominating Committee shall present another nominee. i) Once the balloting is complete, the Nominating Committee is discharged from their duties.

19. Budget and Monthly Financial Reports

This PTA shall approve an annual operating budget in the Select 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.

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:

1. Educational – Supplementing the educational instruction of students, such as: assemblies, field trips and guest speakers.
2. Service – Providing this association's children with services or programs that they otherwise may not receive.
3. 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.

The Executive Board, with a majority vote, may approve unexpected expenditures up to \$200.00 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 \$1000.00 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 website or newsletter or Facebook page at least two weeks prior to the date of the general meeting.

20. Financial Review

The PTA is required to conduct a financial review of its books at the close of the fiscal year. (June 30th). A financial review committee with a minimum of three (3) members elected by the Board of Directors will perform the financial review. The report of the committee will be presented at the regularly scheduled General membership meeting immediately following the review.

Members of this committee will not include the president, the treasurer and 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.

21. Bank Account & Bank Account Signers

This PTA shall establish one or more accounts in financial institutions as determined by the Board of Directors.

There must be three (3) authorized signers on all bank accounts. The President and Treasurer must serve as two of the signers. The third signer must also be an elected officer and will be chosen by the Board of Directors. The third signer will be the Recording Secretary. *Signers cannot be related by blood or marriage or reside in the same household.

22. Independent Review of Bank Statements

The PTA's monthly bank account statements must 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 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 give them to the treasurer.

23. Payments and Reimbursements

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 30 days of expenditure.

Any requests for reimbursement not submitted prior to the determined date, 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.

24. 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.

25. Policy Review

This PTA shall maintain policies for the purpose of governing.

The Policies of this PTA are:

- Executive Board Code of Conduct
- Committee Chair Handbook
- Payment/Money handling
- Password Transition
- Transition of board members

a. Executive Board Code of Conduct

- i. Each Executive Board member is expected to attend all monthly board and general PTA meetings.
- ii. 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.
- iii. Each Officer shall keep a detailed procedure document on the PTA Google Drive. This outlines all the duties and activities of their office and makes suggestions for successors.
- iv. Officers shall represent the School One PTA at all the BOE meetings in this order: President, VP1, VP2, Recording Secretary, Corresponding Secretary, Treasurer, Outreach Coordinator, Committee Chairs.
- v. If the event is a parent social event that includes alcohol, the executive board and committee members must remain sober.
- vi. All board members will maintain professional relationships with all members of the executive board and School District



- employees.
- b. Committee Chair Handbook
 - i. Refer to separate Committee Chair Handbook
- c. Payment/Money handling
 - i. Any check written from the budget of this association requires two (2) designated signatures. The account shall have three (3) authorized signers: President, Treasurer and Recording Secretary
 - ii. 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.
 - iii. 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.
 - iv. Committee chairs are responsible for all funds when they are in their possession.
- d. Password Transition
 - i. Passwords for the various electronic accounts shall be maintained by the President, Vice President, Correspondence Secretary, Treasurer, Recording Secretary and Outreach Coordinator. Three of these officers must be in agreement when a password is in need of changing. The remaining officers must be notified immediately of the change.
 - ii. All passwords will be reset by the Executive Board annually during the change of officers.
- e. Transition of board members
 - i. All newly elected PTA officers and Standing Committee Chairpersons shall assume their duties on July 1st.
 - ii. At least 2 transition meetings must occur for each Executive Board position.

26. Collaboration with Other Organizations

This PTA may collaborate with non-PTA organizations. The PTA will handle only PTA funds and will have in place a written agreement with the other organization to clearly establish whether it is a PTA activity or the other organization's activity. This PTA cannot share its EIN, tax exempt or gaming license or permit.

School One 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. During its regular fundraising activities, School One 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 School One - examples of gifts which will be subject to review include gifts of personal property valued over \$5000, and gifts of securities.

Any chaperone tickets, complimentary tickets, gifts or the like earned from fundraisers or events are the property of the School One PTA. These items shall be used for additional fundraising, donations to other school- affiliated organizations or similar purposes.

27. Code of Conduct and Social Media Use

Members of this PTA shall not in their official role or as a representative of this PTA use social media platforms to insult, target, or post threats of physical or verbal harm towards any individuals, including school administrators and staff, PTA members, volunteers, or other individuals that are associated with Scotch Plains Fanwood School District.