

Upper Greenwood Lake School PTA

Standing Rules 2017-2018

Purpose

The purpose of the Upper Greenwood Lake PTA is to promote the educational welfare of our students and staff. This includes but is not limited to:

- Supporting UGL **students** by funding educational activities and student clubs.
- Supporting UGL **staff** by funding art supplies, books, educational tools and other classroom resources.
- Building **community** with students, staff and families by funding and staffing family events and activities.

PTA Unit Standing Rules

- Are procedures or general policies, not covered in the bylaws, that provide for the day-to-day operation of your PTA.
- Make frequent/common actions simpler and provide for fairness and continuity of the board decision.
- Are adopted and/or amended by a majority vote of the executive board.
- Are unique to each specific PTA and do not need to be sent to the state office.
- Cannot be in conflict with the existing UGL PTA Unit Bylaws Template, PTA policies, IRS Regulations or nonprofit law.
- Are a supplement to the Unit Bylaws.

Officers-General Information

- The position of president-elect is not allowed.
- This PTA shall not have co-officers because of the risk of the lines of responsibility and accountability will become blurred.
- All officers shall keep a procedure book and turn over all materials to the newly elected officer within two weeks after the school year.
- Bylaws and standing rules will be reviewed at the first full board meeting after the election of officers.
- The board shall acquire general liability and bonding insurance annually.
- Any nominee for office of president must have served on the executive board for a minimum of one full year.
- To run for an officer's positions, PTA member must be active in a leadership role, i.e. chairperson of at least one committee.
- Online websites or social media accounts must have at least two administrators. One administrator must be an executive board member.
- Executive board reserves the right to approve or remove any postings on PTA website or social media pages.
- All volunteers for PTA run activities must be paid PTA members for the current school year.

Board Meeting

- All board members are expected to attend all board meetings. Should a board member miss two (2) consecutive meetings without reasonable excuse, that position may be declared vacant by a majority vote of the board. The board shall appoint a person to fill the vacancy.

Meetings

- Meeting cancellations guidelines
 - PTA meetings will not be held if school was closed the day of the meeting due to inclement weather.
 - If inclement weather begins after the school day ends, the PTA president and/or principal will notify the membership of the cancellation at least 2 hours before meeting start time via all available communication channels.

Training

- At least one board member will attend NJPTA sponsored training yearly.
- A board training offered by the district or state PTA shall be scheduled in the year of a newly elected president or at least every other year.
- Annual convention attendance is not mandatory but is available to all board members when allocated in the budget for that year. Registration, hotel room, meals, and gas will be paid by this PTA (within budget).
- Should attendance of the convention be decided after the budget is passed, adding the funds to the budget must be approved by the membership.
- Persons attending convention will submit itinerary from the convention to show attendance and will submit all receipts to the treasurer within 1 week of participating.

Duties of Officers

President

- As the presiding officer, maintain a fair and impartial position at all times and encourage members to participate. Should the presiding officer feel that it is important to speak on an issue or debate on any motion, he or she should vacate the chair before speaking.
- Keep a current copy of bylaws, standing rules and budget.
- Be familiar with Roberts Rules of Order
- Participate in leadership development opportunities
- Prepare an agenda for each meeting.
- Call meetings to order on time and proceed with the business on the agenda.
- File his/her signature at the bank at which the funds are deposited.
- Appoint chairs of standing committees (if bylaw directed), or have agenda time to do so at executive meeting.
- Coordinate the work of officers and committees so that the goals of the PTA are realized.
- Prepare a calendar for the year with the executive committee.
- Meet with principal to approve calendar.
- Notify the County PTA and NJPTA of any change of address.

- Complete the report forms for NJPTA in a timely fashion. Return the NJPTA form for change of officers immediately following elections, or ensure that the secretary does so.
- Sign contracts or approve executive board member or event chair as the approver.
- The president will meet/communicate regularly with the school principal.

Vice President

- Keep the President informed of PTA activities on an ongoing basis;
- Keep a current copy of bylaws, standing rules and budget.
- Participate in leadership development opportunities
- Sign contracts when appointed by the president

Secretary

- Deliver all PTA correspondence to the president for approval by president and principal prior to distribution to school, community or staff;
- Record board members and additional people in attendance at each board meeting and general meeting.
- See that the minutes are distributed or uploaded on the webpage prior to the next meeting
- Keep a current copy of bylaws, standing rules and budget.
- Participate in leadership development opportunities

Treasurer

- Keep the President informed of PTA activities on an ongoing basis;
- Keep a current copy of bylaws, standing rules and budget.
- Participate in leadership development opportunities

Standing Committees

- The president shall appoint the chairs and members of standing committees with the approval of the board
- Chairs present plan of work to the board for approval prior to starting committee activities.
- Chairs must obtain prior approval for all expenditures that were not included in approved budget.
- All committee chairs are to submit vendor bills to the treasurer immediately after receipt.
- All committee chairs shall keep a procedure book and turn over all materials to the new chairman or president by June 30th of the current year.
- Committee chairs must submit a list of volunteers that participated in committee to president within 7 days of event.
- Sixth grade committee will adhere to all rules written in standing rules under section marked "6th Grade Standing Rules"

Fundraising

- All vendors used must supply documentation that clearly defines the value of the PTA's portion of proceeds.
- Parents of UGL students may be the vendor for a fundraiser as long as a portion of the proceeds are contributing to the PTA budget.
- Vendor and chair cannot be the same person.

Finances

- The annual budget will be approved by the Executive Committee and submitted to the General Membership for a vote at the September General PTA meeting.
- Only elected officers can be authorized to sign checks. Signers on the account should avoid signing checks made out to themselves or their family members.
- If two elected officers live in the same household they cannot both be signers on the bank account
- This PTA's monthly bank statements and reconciliation of account shall be provided to the board for review by the Treasurer. Any concerns or discrepancies identified by the board must be addressed at the time of review. If there are no concerns, at least two reviewers shall initial and date the account statement/reconciliation and return them to the treasurer.
- All requests for checks should be made through a "Check Request" form. A receipt or invoice must be provided.
- All requests for checks must be submitted by the last day of the fiscal year, June 30th, or they will be considered a donation.
- Requests for money for cash boxes must be submitted seven days in advance. Request must indicate the event and date. Also include any special instructions i.e. number of tens, fives, etc.
- Do not leave PTA funds at the school unless given to the staff to put in the safe until the treasurer can pick up for deposit.
- Should the PTA receive an NSF check, all fees imposed by the PTA's bank will be pushed forward to the individual. If the NSF check(s) are not paid for by the last day of school, then the PTA will not accept any checks from this individual in the future. If the PTA receives more than one (1) NSF check from an individual, they will be put on a cash only list and checks will no longer be accepted.
- A minimum balance of \$5,000 shall be carried over in the PTA account for the next school year.
- Unused class party donations will be carried over with each class, as they move up through the grades. Left over 6th grade party donations will be forwarded to the incoming kindergarten class.

Supply purchases

- All supply purchases must be approved by the executive board before the order is issued. This includes, but is not limited to, School Store and Scooter Bowl spirit supplies.

6th Grade Standing Rules

- PTA Board will select (2) parents for the 6th Grade Committee. These parents will oversee all 6th grade activities and events.
- The selected parents will use the prior 6th grade expense total as their initial budget and will adjust it based on their own research and plans. The budget will be provided to the 6th Grade Committee by the PTA Treasurer when the overall budget is voted on at the first meeting of the school year.
- All 6th grade plans MUST be submitted and approved by the PTA Board. This includes ideas for fundraisers, flyers, etc.
- PTA Board will gift the 6th grade (up to and not exceeding) \$1,000 towards the purchase of their Memory books. If the full gifted amount is not spent (as student counts vary year to year) the

monies not spent stays within the memory book gift budget line for the next promoting class. The PTA is gifting the Memory Books to the class NOT the specified dollar amount.

- PTA will also gift \$50 towards REAL Graduation (simple cake & drinks). Any amount left over stays within the REAL Graduation budget line for the next promoting class.
- All 6th grade parent volunteers must be PTA members.
- The 6th grade will be given 3 dates off of the PTA calendar for fundraising activities. (i.e. Bingo, Movie Night, Fun Fair, other similar events, etc.) Fundraising events must be for the entire school with the 6th graders participating in the running of the event. (Children cannot handle the PTA money – admission to event, concession, etc. without being accompanied by an adult.)
- The 6th grade cannot solicit donations from individuals and/or companies. Only money raised through fundraising activities can be used towards the 6th grade. Donations received otherwise will be deposited into the general PTA account for the benefit of all students.
- The 6th grade can only earn up to their budgeted amount (less any gift amount from the PTA). Monies raised in excess of the budgeted amount will be deposited into the general PTA account for the benefit of all students.
- All 6th grade fundraising MUST be clearly identified to benefit the 6th grade.
- No fundraising will be done by catalog to the entire school.
- Money for 6th grade activities not paid for by the PTA and not raised by the Board approved fundraising events will be the responsibilities of the child's parents.
- 6th grade students must contribute \$20.00 towards their class fund to start the budget at the beginning of the school year.
- 6th grade students must volunteer for at least one fundraising event that benefits their 6th grade fundraising activities budget or pay the entire amount of the end of the year class trip plus any additional balances that are due.

Amendments: These standing rules may be amended at any time by a majority of the members present if a quorum has been established and prior notice to amend was given. If no notice to amend was given, and a quorum is established, a 2/3-majority vote of the members present is needed.

These standing rules shall be submitted to the Executive Committee by the Standing Rules Committee before the first membership meeting of each year. The Executive Committee will need to document approval before they can be presented to the membership. Standing rules shall be available for reading at any membership meeting.