

Kawameeh Middle School



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STANDING RULES – Updated October 14, 2018

RULE I - OFFICERS

PRESIDENT:

The President shall:

1. Preside at all meetings.
2. Call meeting 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.
5. Provide a copy of proposed agenda to the board 1 week before meeting.
6. Have a copy of the current NJPTA state approved by-laws with him/her at every meeting.
7. Vote when voting is by ballot, in other cases may vote to create or break a tie. (Shall not reflect or show their vote if by voice or hand, just include their vote in the count.)
8. File his/her signature at the bank at which the funds are deposited.
9. Sign all checks with the treasurer, secretary or vice president.
10. Represent the PTA at all district or state functions when invited or assign an alternate.
11. Coordinate the work of officers and committees so the goals of the PTA are realized.
12. Prepare a calendar for the year with executive officers prior to the start of the new school year.
13. Call executive committee/board meetings as necessary or when requested by a majority of the committee/board or as directed by bylaws.
14. Call special meetings of the executive committee, executive board, or general membership when necessary or when requested to do so by appropriate groups, as stated in the by-laws.
15. Share all National PTA, NJPTA, Union County PTA mailings, and other information with all unit members, especially your chairperson.
16. Notify Union County and NJPTA of any change of address.
17. Complete the report forms from the NJPTA and Union County PTA in a timely fashion.
Update the state form for change of officers immediately following elections, or ensure that the secretary does. Update on Member Hub.
18. Be ex-officio member of all committees except the nominating and audit committees.
19. Sign all contracts or provide or provide approval for all contracts for the association as President. Committee chairperson will be able to sign contracts upon receipt of electronic agreement from the president.
20. Create agenda time to review standing rules at the executive board meeting when necessary.
21. A notification, of at least 30 days, must be sent out to call for a general meeting to each PTA member. The same must be done for purposes of electing the nominating committee in January. Communication must be sent out thirty days to the date of the January meeting.

FIRST VICE PRESIDENT:

The First Vice President shall:

1. Act as an aide to the president.
2. Preside at meetings when the president is unable to attend.
3. Attend all county or state meetings in the absence of the president.
4. Be ex-officio on committees in the absence of the president.
5. Should a vacancy occur in the office of president, in the designated order, until election takes place; assume duties for the remaining term according to bylaws.
6. Must run a fundraiser/event in the PTA calendar year.
7. Automatically assumes the duties of legislation, including, but not limited to maintaining the by-laws and standing rules.
8. Assist the president with preparing the agenda.

SECOND VICE PRESIDENT:

The Second Vice President shall:

1. Run a fundraiser/event in the PTA calendar year.
2. Fill in for the first vice-president if they are unable to meet their obligations.
3. Serve as coordinator for all fund-raisers. All suggestions, plan of work will be submitted to you prior to evaluation by executive officers.
4. Assist the president with preparing the agenda.

SECRETARY:

The Secretary shall:

1. Record minutes at executive committee, executive board, and membership meetings, in accordance with the NJPTA Secretary's Guide and as stated in the bylaws. These minutes will be typewritten, available before next meeting and presented electronically with the next Executive Board meeting reminder
2. Assist the president with preparing the agenda.
3. Keep minutes in bound book.
4. Send names and addresses of the elected officers to the state and county immediately following the elections.
5. Maintain a permanent file of minutes, committee reports, membership list and other records of the association. (These official documents; minutes can be subpoenaed in a court of law.)
6. Keep attendance at all meetings recorded.
7. Type and make copies of the agenda for distribution at meetings.
8. Bring to each meeting the following:
 - a. Copy of the current state approved bylaws and these standing rules.
 - b. List members.
 - c. Agenda
 - d. Minutes of previous meeting, including treasurer's report.
 - e. List of all committees, their chairperson and members.
9. Conduct the correspondence of the association as directed by the president or the executive board.
11. Read the correspondence received.
12. Lead us in Invocation and flag salute.

13. Send notices to member of the executive committee or the executive board members.
14. Maintain an up-to-date file of all correspondence.
15. Run a fundraiser/event in the PTA calendar year.

TREASURER

The Treasurer shall:

1. Be custodian of ALL of the PTA's funds.
2. Include the following in report 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 on date of report.
3. Keep accurate and detailed accounts of all monies received and disbursed.
4. Receive all monies for all accounts and give receipts for it.
5. Make all disbursements by check. All disbursements made with proper receipts from the board members and chairpersons. Remitter and payee cannot be same individual. Only make disbursements for approved expenditures.
6. Forward to the State PTA portions of dues for state and National PTA indicating the unit name and unit number on the dates specified in State Bylaws or on report forms.
7. Keep the record of the National and State portions of dues separate from the record of general funds of the unit.
8. Send check for insurance and other agencies on required filing dates.
9. Include the unit name and unit number on all checks submitted to State and National PTA.
10. Prepare and file the 990 EZ form & NJ CRI when required.
11. Present budget report to president as requested. Alert executive board to the lines in the budget near depletion as well as those over budget.
12. Order and pay for a past presidents pin for the retiring president with unit funds.
13. File completed new bank forms when necessary.
14. Have books, records and receipts/disbursement records prepared for audit at least two weeks prior to the meeting for the audit.
15. Pay council dues when required.
16. Send in copy of audit report to State Office.
17. Assist the president with preparing the agenda.
18. Run a fundraiser/event in the PTA calendar year.

ALL OFFICERS ARE EXPECTED TO ATTEND:

1. School fundraisers and events, when available. However, 1-2 board members should be present.
2. Designated County Council dinners, when available. The PTA pays for up to 5 board members and principal. General Membership is invited but must pay for their entrance.
3. All General Meetings, in addition to all executive board meetings.
4. Convention (if possible)
5. **Mandatory officer training** provided by the NJPTA and be reimbursed for said training.

RULE II – INCOMING EXECUTIVE COMMITTEE

The incoming executive committee shall:

1. Prepare the calendar with the president prior to the start of the new school year.
2. Prepare the incoming executive board with the president prior to the start of the new school year.
3. Review these Standing Rules at least once an Administration.
4. The Standing Rules may be adopted without previous notice by a majority vote at any business meeting of the Executive Board. They may be suspended by majority vote at any business of the Executive Board. They may be amended or rescinded by a 2/3 vote at any meeting, by majority vote with previous notice.

RULE III – CURRENT EXECUTIVE BOARD

A procedure book containing materials and information needed for the job shall be kept by each board member and chairperson. The book is passed to his/her successor when he/she leaves the position. Loose-leaf books (or similar) will be used to make it easier to add or delete materials to keep contents up-to-date.

The book shall contain:

1. Approved plan of work by chairperson or board member.
- 2.
2. Reports from predecessors including vendors, contacts and recommendations
3. Copies of flyers, announcements and/or articles submitted pertaining to the event.
4. A copy of the local PTA Standing Rules.

The Executive Board Shall:

1. Hold an organization meeting to:
 - a. Acquaint each officer and chairperson with his or her responsibilities.
 - b. Set dates for executive board and general meetings.
 - c. Plan programs with appropriate chairperson.
2. Review reports from committees and submit the prepared budget to the association for approval.
3. Present a report at regular meetings of the association of activities conducted between meetings of the association.
4. Prepare the budget to be presented to the association for adoption at the designated meeting.
5. Prepare a list of goals for presentation to the membership at the first general meeting.
6. Approve chairperson's plans of work.
7. Elect delegates (in addition to officers) to attend State Convention.
8. Elect officers to fill vacancies as outlined in Bylaws Article VII Section 3.
9. Be paid KMSPTA members.

10. Attend all PTA meetings, unless exceptional circumstances arise.
11. Notify the secretary when unable to attend a meeting. Ensure a committee report is provided in their absence.
12. Notify the president of any pertinent information that needs to be shared at an executive board meeting so that it can be added to the meeting agenda.
13. Purchase supplies for committees/events within the designated budget.
14. Obtain approval from the principal on all correspondence/flyers before distributing.
15. Only use tax exempt number when purchasing PTA items.
16. Appoint an audit committee, according to the provision of the by-laws.
17. Meet once a month in the school library, unless otherwise notified.

RULE IV - NOMINATING COMMITTEE

Your procedures for electing committee members are outlined in your local until bylaws.

The Nominating committee shall:

1. Be formed at the General Meeting, held in January, and meet as soon as possible following their election.
2. Consist of three members and one alternate who will present their slate of officers at the March executive board meeting. The principal, as a member of the nominating committee, will review the nominees before they are announced.
3. Gather nominations for each office due for election. Nomination forms should be placed in a sealed envelope and not be open until all committee members are present. Describe how they should do this via emailed flyer or hard copy. Emailed flyer will be sent electronically or hard copy received at meeting. Provide date that nominations should be returned to committee. Compose letter to be sent.
4. Meet after nomination forms have been returned to elect nominees.
5. Check to see that nominee is still interested and request their acceptance in writing.
6. Members of the nominating committee must have a child attending Kawameeh Middle School for at least one more year.
7. Prepare written report to be presented at designated meeting and announced in the Union Leader or Channel 34 thirty days before the meeting.
8. Chairperson of committee will present report at designated regular membership meeting. Written copy of the report to be given to the president at that meeting.

RULE V – COMMITTEES

A procedure book containing materials and information needed for the job shall be kept by each chairperson. The book is passed to his/her successor when he/she leaves the position. Loose-leaf books (or similar) will be used to make it easier to add or delete materials to keep contents up-to-date.

Committee Chairperson shall:

1. Keep an up-to-date procedure book detailing work done throughout the year.
3. Undertake no work without prior approval of designated executive officer.
4. Obtain budget and stay within its limits.
5. Obtain prior approval for all expenditures.

6. Submit original receipts of all expenditures to treasurer.
7. Count all income received at functions **with** treasurer or designated board member.
8. Forward all monies to the treasurer (or designated board members) **immediately** following counting and **obtain receipt for it**.
9. Submit all bills immediately for payment, having check made payable to vendor.
10. Notify president of all committee meetings to be held.
11. Prepare final report for presentation at the next meeting.
12. Pass all records and books to president at year-end.
13. **DO NOT** sign any contracts without president authorization.