

Instructions: We encourage you to add other items to these standing rules in order that they may serve as an instructional manual for running your PTA. All items including those areas that allow for additional information are required to be in these Standing Rules and cannot be changed or altered in any way. Standing Rules should be reviewed and must be approved by this PTA's General Membership annually. The standing rules may be amended at a membership meeting by majority vote if previous notice of the amendment was given. If no previous notice was given, then a two-thirds (2/3) vote is required.

PLEASE REMEMBER: Local PTA Standing Rules may not conflict with the *New Jersey PTA Local PTA Uniform Bylaws, New Jersey PTA Bylaws or National PTA Bylaws.*

Standing Rules for Tewksbury Township PTA

Approved by the General Membership of this PTA on October 23, 2024

1. **Name and Identity**

The name of this PTA is Tewksbury Township PTA

Its Local PTA number is 21270

2. **PTA School(s)**

This PTA serves the children in the Tewksbury Elementary and Old Turnpike school/area.

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 237210269.

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**

(PTA grossing \$10K or more must register)

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 15862.

6. Annual Filing (If PTA is incorporated)

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 N/A and assigned a New Jersey Corporation ID number N/A.

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 \$20.00 per individual adult membership, \$10.00 per staff membership, \$N/A per student membership and other membership \$ N/A per membership.

**Please note that each individual member's dues must equal no less than \$4 per individual to cover the portion due to the state and national PTA. Please remember your Council if you have one, as well.*

All paid members may make motions, participate in debate, and vote at PTA membership meetings.

10. Council Dues (applicable only if this PTA belongs to a council)

The dues for N/A Council PTA shall be \$ N/A per Select as stated in the Council bylaws of the N/A Council PTA.

**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 in order 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.

(Your bylaws require at least (3) three General Membership meetings during the year. Your PTA must inform your General Membership of the months, the location, and times of the 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 11 .

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.

(Your bylaws require at least ten Board of Directors meetings during the year. Your PTA must inform your Board of Directors of the months, location and time of your meetings.)

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: (if applicable)

For example: Vice President of Fundraising

Position: ***There shall only be (1) President and (1) Treasurer of this PTA.**

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

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

If elections are staggered (some officers elected in one year and the others elected the next year):

President and Recording Secretary will be elected in the **even** years. (Include all officers)

Vice President, Corresponding Secretary, Treasurer will be elected in the **odd** years. (Include all officers)

14. Officer Duties

In addition to those which are listed in the Local PTA Uniform Bylaws and resources found on the NJPTA Resource Hub, the duties of the officers are as follows:

The President will:

- Sign all contracts, invoices and checks

Additional duties of the President are: Preside at all meetings of the Local PTA and of the Board of Directors; shall perform such other duties as may be prescribed in the bylaws or assigned to him/her by the Local PTA or by the Board of Directors; and shall coordinate the work of the officers and committees of this Local PTA in order that the purposes may be promoted.

(list the Local PTA specific duties of the President of this PTA).

The Vice-President(s) will: Act as aides to the president and shall in their designated order perform the duties of the president in the President's absence or inability to serve.

(list the Local PTA specific duties of each of the Vice President(s) of this PTA)

The Secretary(s) will: Recording Secretary shall record the minutes of all meetings of the PTA and of the Board of Directors and submit to PTA website coordinator, shall have a copy of the approved bylaws, and a membership list available at every meeting, and shall perform such other duties as may be delegated to him/her.

The Corresponding Secretary shall conduct the general correspondence of the association as directed by the president, Board of Directors or this Local PTA, to help aide in all communication from the PTA to the school, and shall perform such other duties as may be delegated to him/her.

(list the Local PTA specific duties of the Secretary(s) of this PTA)

The Treasurer will: Have custody of all funds of this Local PTA; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by this Local PTA.

Will make disbursements as authorized by the President, Board of Directors, or this Local PTA in accordance with the budget adopted by this Local PTA.

Present a financial statement of accounts at every meeting of the association and at other times when requested by the Board of Directors, and shall make a full report at the annual meeting.

(list the Local PTA specific duties of the Treasurer of this PTA)

This PTA will review the NJPTA Standards of Affiliation yearly, as such the Recording Secretary is responsible for filing the required documentation.

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.

The Standing Committees of this PTA are:

(enter names of standing committees)

Memberships, Fundraising, Community Affairs, After School Programs, Trunk or Treat, Scholastic Book Fair, and Teacher Appreciation Week.

16. Training Requirements

This PTA will ensure that each officer attends a minimum of one NJPTA-approved training during the fiscal year. *(It is highly recommended that all members of the Board of Directors attend a New Jersey PTA Local PTA Training)*

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. 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.

19. 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.

20. 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 Vice President.

*Signers cannot be related by blood or marriage or reside in the same household. For more information, please refer to the NJPTA Resource Hub at NJPTA.org.

21. 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.

22. Payments and Reimbursements

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 45 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.

23. 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.

24. Awards (optional)

NJPTA Honorary Life Membership and NJPTA Meritorious Service Awards may be awarded. The number of award recipients will be considered on an annual basis, based on the yearly awards budget.

Note that a New Jersey PTA Honorary Life Membership recipient may become a voting member of this Local PTA only if they pay dues to this Local PTA.

25. 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 amendment 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.

26. Policy Review

This PTA shall maintain policies for the purpose of governing.

(Suggestions include: code of conduct, ach/cash card/debit/credit payments, online banking, money handling, after school activities, and password transition, transition of board members, etc.)

The Policies of this PTA are:

Fiscal Year: The PTA Membership year shall be from July 1st through June 30th.

Members and Dues: a) Only members of this PTA who have paid dues for the current membership year may participate in business of this PTA. b) This PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time. c) Members in good standing in Local PTA are those who abide by their current National and NJPTA bylaws and who have paid current dues. d) The privilege of holding office, voting in an election and being an official voting delegate to convention shall be limited to members who have been members in good standing at least fifteen (15) days.

Officers: a) Each officer and board member shall be a member of this Local PTA. b) No person shall hold more than one (1) office at a time. c) In the event of a resignation or death or the president, the Board of Directors shall elect a president among those who have served or are serving the board. Other vacancies shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board of Directors. The secretary shall give 10 days notice of such an election. If there is more than one candidate for office, the vote shall be by ballot.

Committee Chairs: a) Only members of this PTA shall be eligible to serve as chairmen or members of committees.

Nominations/ Executive Elections: a) Communication for board elect nominations should be sent out to all membership one (1) month prior to an election. b) Only persons who have signed their consent in writing shall be eligible to be nominated to such an office either by committee or from the floor. c) Nominations from the floor shall have given five (5) days notice before the general membership meeting at which election are held of their intent. d) Notification must be in writing to the Local PTA President.

Nominating Committee: a) There shall be a nominating committee of three (3) members who shall be elected by this PTA at a regular general membership meeting at least two (2) months prior to the election of officers.

General Membership Meetings: a) Only members who are in good standing shall be eligible to participate in the business of the Local PTA. b) Three (3) general membership meetings of this Local PTA shall be held during the school year. c) Dates of meetings shall be determined and announced at the first general membership meeting of the year. d) Three (3) days notice shall be given of a change of general membership meeting.

Board Transition: a) Elections to be held in June. b) Final general membership meeting of the school year (held in June) will be run with current and upcoming board elect members present. c) Transition to board elect, July 1. Current board members to hand over all transitional material no later than five (5) days after July 1.

Suspension and Expulsion: A member may be suspended for a period or expelled for a cause, such as a violation of any and all of the bylaws, conviction of a felony or for conduct prejudicial to the best interest of the organization. A minimum of two (2) documented warnings shall be issued by the president of the chapter. This letter shall be accompanied by a notice of the time and place where the Board of Directors is to take action of the charges. The member shall be given the opportunity to present a defense at the time and place recited in such notice.

Annual PTA Budget and Audit Report: Budget is planned by the Executive Board prior to first General meeting and proposed to Members for approval during the meeting. The Treasurer will report audit information from the previous year during first general membership meeting.

27. Collaboration with Other Organizations (optional)

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.

28. Code of Conduct and Social Media Use (optional)

Members of this PTA are expected to follow the Volunteer Handbook policies of Tewksbury School District.

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 Tewksbury School District.