

Hillside PTA Standing Rules

RULE I • GOALS

- I. Strengthen relationship the home and school, so that parents and teachers may cooperate intelligently in the education of children and youth.
- II. Work toward the theme of "Hillside Kids Have H.E.A.R.T."
- III. Work toward servicing the Hillside community while also maintaining an appropriate ratio of fundraising versus non-fundraising programs.

RULE II • OFFICERS

Co-Presidents

The co-presidents shall:

1. Preside at all meetings.
2. Call meetings to order on time and proceed with the business.
3. Preserve order throughout the meeting and establish a climate in which members feel comfortable in participating.
4. Limit discussion at meetings to 15 minutes per topic, allowing each member to speak for two minutes at a time. Allow a member to speak a second time only after all other members have had a chance to speak.
5. Maintain a fair and impartial position at all times.
6. Prepare an agenda for all meetings (Executive Board, Executive Committee and Membership).
7. Have a copy of the current NJPTA approved bylaws with him/her at every meeting.
8. Vote when voting is by ballot; in other cases may vote to create or break a tie. Do not reflect or show your vote if by voice or by hand, just include your vote in count.
9. File his/her signature at the bank at which the funds are deposited.
10. Represent the PTA at all district or state functions when invited or assign an alternate.
11. Attend all PT Council, Administrative Council, Elementary Presidents, and Budget Task Force meetings. Report all pertinent information to membership.
12. Recruit chairmen of Standing Committees through the Committee Interest sheets.
13. Coordinate the work of officers and committees so the goals of the PTA are realized.
14. Prepare the calendar for the year with the Executive Committee, to be approved by the principal.
15. Call Executive Committee and Executive Board meetings as necessary.
16. Share all National PTA, NJPTA, and County PTA mailings, and other information with all unit members, especially your chairmen.
17. Notify County PTA and NJPTA of change of address.
18. Complete the report forms from NJPTA or County PTA in a timely fashion. Return the NJPTA form for change of officers immediately following elections.
19. Be ex-officio member of all committees except the nomination and auditing committees.
20. Sign all contracts for the association as President.
21. Create and or revise the Standing Rules for the year.
22. Revise the trifold (committee list with co-chair names and telephone numbers) and bring to printer.
23. Make a list for each Executive Committee member of committees to monitor/oversee throughout the year.

24. Prepare budget with treasurer.
25. Organize Classroom Parent meeting early in the school year. Duties should be written and clearly explained.
26. Be available for school functions such as Newcomer's Tea, Kindergarten-Prep Tea, Fifth Grade Awards Ceremony
27. Modify/review Committee Interest Sheet annually
28. Distribute and collect Committee Interest Sheets.
29. Prepare committee co-chair folders.
30. Approve all articles for Wednesday Weekly Bulletin and assist with the WWB where necessary
31. Buy flowers/gifts for incoming and outgoing PTA officers.
32. Keep in contact with Attendance Secretary and Principal to help Sunshine and Helping Hands Committee co-chairs are aware of situations needing their attention.
33. Oversee the following committees:

1. 5th Grade Committee
2. Board of Ed Observer
3. Box Tops
4. Budget Task Force
5. Class Room Parent/Coordinator
6. Election Night Activity
7. Family Living and Drug Awareness
8. Gifts and Grants
9. Gifted and Talented
10. Hospitality
11. Legislation
12. Literary Magazine
13. Nutrition
14. Parent Ed
15. PPEC
16. Publicity
17. Sixth Grade Nominating
18. Spring Fundraiser
19. Technology/Website
20. Town Council Observer
21. WWB
22. Yearbook

Vice President of Membership

The Vice President of membership shall:

1. Distribute and collect membership forms from members.
2. Collect dues
3. Organize membership drive, including membership table at Back to School Night.
4. Number and account for all membership cards.
5. Report on membership and submit dues or before November 1, January 1 and March 1 with a final report submitted and all unused and voided cards returned to the NJPTA office by June 1.
6. Keep the PTA cart and bulletin board organized and up-to-date
7. Oversee the following committees:
 1. Apparel
 2. Book Fair-Spring
 3. Book Fair-Fall
 4. Habitat
 5. Historical/Scrapbook
 6. Human Relations
 7. Multiculturalism
 8. Nominating
 9. Parade
 10. Safety

Recording Secretary:

The Recording Secretary shall:

1. Record minutes at general membership meetings in accordance with the NJPTA Secretary's Guide and as stated in the bylaws. Minutes should be typewritten and distributed at the next meeting.
2. Keep minutes in bound book.
3. Maintain a permanent file of minutes, committee reports, membership list and other records of the association. (These are official documents; minutes can be subpoenaed in a court of law.)
4. Bring to each meeting the following:
 - a. Copy of the current NJPTA approved bylaws and these standing rules.
 - b. List of members.
 - c. Agenda
 - d. Minutes of previous meeting, including treasurer's report.
 - e. List of unfinished business.
 - f. List of all committees, their chairmen and members.
5. Keep member sign-in sheet along with minutes.
6. Oversee the following committees:
 1. Art Appreciation
 2. Buzz Book
 3. Earth Day
 4. Faculty Luncheon
 5. Helping Hands
 6. Hillside Carnival
 7. Hobby Hour
 8. Holiday Gift Shop
 9. Mother's Day Plant Sale
 10. Original Works
 11. Sunshine

Corresponding Secretary:

The Corresponding Secretary shall:

1. Conduct the correspondence of the association as directed by the co-presidents or the Executive Board.
2. Read the correspondence received.
3. Maintain an up-to-date file of all correspondence.
4. Be responsible for P/T Council Tribute card distribution.
5. Write Personal Thank you letters to committee members when committee business is finished.
6. Maintain Emergency Card File
7. Buy pins for incoming PTA officers.
8. Oversee the following committees:
 1. Bake Sale
 2. Birthday Board
 3. Cultural Arts
 4. Fun Time
 5. F-16 Family Photo Day
 6. Family Night
 7. Halloween Hoopla
 8. Kindergarten Prep
 9. Media
 10. Teacher Appreciation
 11. Wrapping Paper

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 report.
 - b. Receipts and disbursements in all accounts.
 - c. Total balance on hand.
3. Keep accurate and detailed account of all monies received and disbursed.
4. Receive all monies for all accounts and give receipts for same.
5. Make no disbursements without proper receipts from board members, chairmen and only for approved expenditures. All disbursements shall be by check.
6. Forward to the NJPTA portions of dues for NJPTA and National PTA indicating the local unit name and local unit number on the report form.
7. Keep a 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 to other agencies on required filing dates.
9. Include the local unit name and local unit number on all checks submitted to NJPTA and National PTA.
10. Prepare and file the 990 when required.
11. Present budget report to co-presidents as requested.
12. Alert Executive Board to the lines in the budget near depletion as well as those over budget.
13. Order and pay for with unit funds a past president's pin for the retiring president.
14. File completed new bank forms when necessary.
15. Deposit all funds received to a PTA account immediately following an event. For night functions arrange for a night deposit drop.

16. Have books, records and receipts prepared for audit at least two weeks prior to the meeting the audit report is due.
17. Prepare a report for your annual meeting.
18. Pay council dues when required.
19. Send in copy of audit report to NJPTA.
20. Order assignment pads for grades 2 - 5.
21. Buy bonds for 5th grade award recipients.
22. Keep track of Grade Level Book purchases.
23. Oversee the following committees:
 1. 5th Grade Committee
 2. Auditing
 3. Buddy
 4. Bylaws
 5. David's Cookies
 6. Fact Pact
 7. Kids' Stuff
 8. No-Brainer Fundraising
 9. Pizza / Lunch Volunteers
 10. School Supplies
 11. SCRIP Program

RULE III • EXECUTIVE COMMITTEE

This committee is made up of all the officers of the Hillside PTA. Meetings will be considered for conference purposes only if no quorum is established. A quorum is equal to half the total number of committee members, plus one.

The Executive Committee shall:

1. Attend NJPTA or County PTA leadership training programs for training.
2. Recruit chairmen of Standing Committees in cooperation with the co-presidents.
3. Make recommendations to Executive Board for programs, calendar and other actions deemed necessary.
4. Meet at the call of the co-presidents or a majority of the members of the Executive Committee.
5. Prepare the calendar with the co-presidents.
6. Discuss how the PTA funds should be spent. Devise a plan to bring before membership for a vote.
7. Need not obtain a vote from membership to spend \$500.00 or less.
8. Review and provide for "families in need" on an as needed basis.
9. Communicate to membership via the Wednesday Weekly Bulletin.
10. Attend all Executive Committee meetings and PTA membership meetings, whenever possible.
11. Plan and organize Winter Party for membership in December.

RULE IV • EXECUTIVE BOARD

The Executive Board shall consist of the Executive Committee and the Standing Committee Chairmen.

Executive Board Members shall:

1. Keep a procedure book (or Committee Information Sheet) needed for job, detailing work done throughout the year, to be passed to successor when leaving position.
2. Keep important documents stored on disks, if possible, to be handed to successor when leaving.
3. Set meeting with incoming chairman to pass all records and books within 14 days of the end of your term.
4. Attend all PTA membership meetings or notify co-president when unable to attend.
5. Be prepared to report at meetings when necessary.
6. Prepare final report for presentation at annual meeting.
7. Work effectively with school principal and faculty representative.
8. Perform other assigned duties.
9. Discuss any major changes in established committee work with co-presidents before changes are made.
10. Send notices home via the Wednesday Weekly Bulletin. Deadline for submission is the Wednesday before the WWB is due out.
11. Have flyers signed by co-president before sending home.
12. Have Principal's approval on all correspondence with teachers.
13. Not sign any contract, for liability reasons.
14. Request space for meetings or events in school. Be sensitive to religious holidays.
15. Notify co-presidents of date(s) of scheduled events.
16. Give list of committee members to corresponding secretary when committee work is done so she can write thank you letters.
17. Promote school theme through committee events.

The Executive Board shall:

1. Hold an organizational meeting to:
 - a. Acquaint each officer and chairmen with their responsibilities.
 - b. Set dates for Executive Board and general meetings.
 - c. Plan programs with appropriate chairmen.
2. Review 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.

RULE V • NOMINATING COMMITTEE

The Nominating Committee shall:

1. Meet as soon as possible following their election.
2. Review bylaws to confirm election dates.
3. Gather nominations for each office due for election.
4. Check to see that the nominee is still interested and request their permission to nominate in writing.
5. Report proposed nominations to the co-presidents for information only.
6. Prepare written report to be presented at designated meeting.
7. Chairman of committee will present report at designated general membership meeting, giving a written copy of the report to the co-presidents at that meeting.

RULE VI • COMMITTEES

Standing Committee Members shall:

1. Help chairman to keep an up-to-date procedure book detailing work done throughout the year.
2. Undertake no work without prior approval.
3. Obtain prior approval for all expenditures.
4. Stay within budget.
5. Submit receipts of all expenditures to treasurer.
6. Count all income received at functions with a second person.
7. Forward all monies to the treasurer immediately following counting and obtain receipt for same.
8. Submit all bills immediately for payment, having check made payable to vendor.
9. Not sign any contracts, for liability reasons.
10. Keep membership informed through Wednesday Weekly Bulletin articles.

RULE VII • AMENDING PROCESS

- I. The bylaw committee shall review these Standing Rules at least once during an Administration.
- II. Standing Rules may be adopted without previous notice by a majority vote at any business of the Executive Committee. They may be suspended by a majority vote; or may be amended or rescinded by a 2/3 vote at any meeting, or by a majority vote with previous notice.

NEW JERSEY PTA STATEMENT

PTA is an organization whose members care about ALL children and youth, the school that they attend, the communities that they live in, and their opportunities for growth into happy, healthy, responsible citizens. PTA is a democracy at work, making a place for all citizens regardless of color, race, religious belief, political preference, or economic and social status.