

Flocktown-Kossmann PTA Standing Rules

2019-2021

Bylaws are hard and fast rules that may be amended only with prior notice to the membership. The Recording Secretary of the Flocktown-Kossmann PTA maintains the official original of the Flocktown-Kossmann PTA bylaws (bylaws) and the President maintains an official copy, either of which can be reviewed by any member at any PTA meeting or upon request. Additional detail regarding the roles of officers is provided in the bylaws.

Standing Rules are the rules an organization uses to administer its affairs under the provisions of its bylaws (excerpted directly from the NJ PTA Guide for Preparing Standing Rules for 2005 – 2007).

Standing Rules are more flexible than bylaws and may be changed at any executive committee meeting by a majority vote if previous notice was given, or 2/3 vote without previous notice.

Questions Standing Rules Should Answer:

- Who prepares the calendar of PTA events?
- Who approves the calendar?
- How are committee members selected?
- What are each chairperson's responsibilities?
- How are notices prepared to send home?
- Who prepares notices?
- Who approves notices?
- What and when are all of the PTA deadlines?

1. The name of this unit shall be Flocktown- Kossmann PTA. It is local unit #018905 of the NJ State PTA.
2. This unit is incorporated as a nonprofit corporation in the State of New Jersey, effective March 12, 1974; its NJ State Charitable Registration Number is CH1117900. It is the responsibility of this unit to renew the Articles of Incorporation with the NJ State Consumer Affairs Division of Charities Registration annually by December 30 (six months after the organization's fiscal year end as stipulated in the bylaws). It is the responsibility of the treasurer to ensure that renewal using the online forms provided at <http://www.njconsumeraffairs.gov/charity/charfrm.htm> and working with the President and the organization's certified tax preparation consultant as necessary to complete the required paperwork.
3. The Internal Revenue Service of the US recognized this unit as non-profit, tax-exempt, organization under section 501(c)3 of the Internal Revenue Code on March 12, 1974. The unit's Federal EIN (tax id) number is 23-7358988; its NJ State Tax Id is 237-358-988/000.
4. The Flocktown-Kossmann PTA is a branch of the National PTA and New Jersey PTA and is eligible for membership in the Morris County Council. As stipulated in its bylaws, the membership services fees of this unit shall be \$15 per individual. Dues are payable annually by members by check, cash or credit card. It is the responsibility of the chairperson of Membership to collect the annual dues and membership information. It is the responsibility of the chairperson of Membership to make sure MemberHub accurately depicts current

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membership and details. It is the responsibility of the Treasurer to assign and pay National PTA and NJ PTA dues as per Article V Membership and Dues, Section 9 of the bylaws.

5. There are nine elected officers of this unit, which shall be as follows:
 - a. **2 Presidents** (Per Article VII: Duties of Officers, Section 1 of the bylaws)
 - b. **Vice President** (Per Article VII: Duties of Officers, Section 2 of the bylaws)
 - c. **Treasurer** (Per Article VII: Duties of Officers, Section 5 of the bylaws). The Treasurer shall maintain a copy of all legal documents.
 - d. **Recording Secretary** (Per Article VII: Duties of Officers, Sections 3 and 4 of the bylaws).
 - i. Take minutes at every meeting. If handwritten, you must type at a later date and have minutes submitted to the president within 10 days of meeting.
 - ii. Keep minutes in a notebook, submit to be updated to the website.
 - iii. Maintain a permanent file of minutes, committee reports, membership lists and other records of the association. (These are official documents; minutes can be subpoenaed in a court of law.)
 - iv. Bring the following to each meeting:
 - 1) A copy of the current NJPTA- approved, Local PTA Bylaws and these standing rules.
 - 2) A list of all members and a Sign In Sheet.
 - 3) The agenda
 - 4) The minutes of the previous meeting, including Treasurer's Report.
 - 5) The list of unfinished business
 - 6) The list of all committees, their chairs, and members.
 - e. **Corresponding Secretary** The corresponding secretary shall:
 - i. Read the correspondence received and share when appropriate.
 - ii. Check PTA mailbox at Flocktown School Weekly and sort mail into proper folders.
 - iii. Contact chairs or Executive Committee of any important mail received.
 - iv. Write any "Thank You" notes, condolence notes, etc., on behalf of the PTA.
 - v. Fills in for recording secretary when he or she is absent from meetings.
 - vi. Compile monthly eblasts and send out to room parents to be delivered on the 1st and 15th of the month.
 - f. **Vice President, Ways and Means** Gather information on new fundraisers. Share ideas and information with the Executive Committee and PTA members. Should gather all potential fundraiser information to be shared at May's fundraising meeting for membership to vote on fundraisers for the following school year. Provide guidance and assist fundraising committee members.
 - g. **Vice President, Children's Programs** Shall guide and assist program committee members to coordinate all PTA programs.
 - h. **Membership** Attends Back to School nights, kindergarten orientation, and organizes advertising for membership through PTA communications.

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Attends/Greets members at PTA meetings. Coordinates collection of annual dues and liaisons with treasurer. Is responsible for accurate membership depiction in MemberHub.

6. Officers are elected annually in May following a Nominating Committee process as per bylaws Article VI: Officers, Section 8: Nominations and NJ PTA procedures. The nominating committee should be elected by March of each year. Terms are two years or until a successor is elected. No officers can serve more than two consecutive terms in the same office. Installation of officers takes place in June at the last general membership meeting of the year. Officers are installed by the outgoing PTA President. Officers assume duties following the close of the General Membership meeting in June.
7. Each officer shall have a set of the unit's legal documents that are updated annually by the treasurer. These include: 501(c)3 status, insurance policy, banking resolution, gaming license, NJ state charity registration.
8. The FKPTA treasurer is required to maintain and update comprehensive insurance of the organization; the current provider is AIM. The insurance policy is renewed annually in June. A copy is forwarded to the Washington Township Board of Education so that the PTA may be permitted to use school facilities.
9. Only officers registered with signature authority with the organization's bank and bonding insurance may sign checks and other official documentation of this PTA. Those officers authorized to sign such documents shall be: President, VP, Treasurer and Recording Secretary. All legal documents, including agreements and contracts, must be signed by the President. All contracts should include a provision that allows events to be rescheduled in the event of inclement weather.
10. As per Bylaws Article VII: Duties of Officers, Section 7, the Executive Committee is comprised of officers plus the procedures and bylaws chairperson and the school liaison. The Executive Committee creates committees, elects/appoints their chairs, and meets in emergency situations. The president shall chair this committee. Each incoming Executive Committee shall review the list of committees annually. Open committee positions shall be posted via eblast and facebook page with adequate notice provided to the membership.
11. Standing Committee chairs shall serve two years and these positions shall have voting rights. If there are enough volunteers identified, the PTA encourages that committee chairs be separate individuals from those who serve on the Executive Committee. Committee Chairs shall present work to and cannot undertake any work without the Executive Committee approval. Reimbursement will not be made for any unbudgeted expenditures unless prior approval has been obtained by the Executive Committee. Committee Chairs or members CANNOT sign any contracts. During events where food is served, committees can give custodians food, free of charge.
12. As per the Bylaws, the Executive Committee shall consist of 9 officers and a school liaison (usually the school principal). Executive Committee meetings shall be held 5 times per year (bylaws Article VIII: Executive Committee, Section 3). The time and location to be fixed by the Committee. Once meetings are determined, the Secretary is responsible for making the necessary arrangements and providing proper notice. As per the bylaws, an office or chair

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is considered vacant if two consecutive meetings are missed without an explanation of extenuating circumstances.

13. Non-standing Committee Chairs serve two years. If there are enough volunteers identified, the PTA encourages that committee chairs be separate individuals from those who serve on the Executive Committee. Committee Chairs shall present work to and cannot undertake any work without the Executive Committee approval. Reimbursement will not be made for any unbudgeted expenditures unless prior approval has been obtained by the Executive Committee. Committee Chairs or members CANNOT sign any contracts. General Membership meetings of this unit shall be held five times per year (Bylaws Article IX: Meetings, Section 1) and announced at the first general membership meeting of the year, and maintained on the PTA calendar. Time and location is to be fixed by the Executive Committee. Once meetings are determined, the Secretary is responsible for making the necessary arrangements and providing proper notice. As per Bylaws, five days notice shall be given for change of date, and nineteen (19) members shall constitute a quorum for the transaction of business in any general membership meeting.
14. As per bylaws, meetings shall be conducted according to Robert's Rules of Order. With election to office, the President is responsible for acquiring an updated copy of Robert's Rules of Order, familiarizing his/herself with the procedures and bringing a copy to each general membership meeting.
15. The President shall propose agendas for monthly meetings to the Executive Committee for approval or amendment. All decisions involving PTA policy, budget, financial matters, and program commitments shall be referred to general membership for approval.
16. Meeting agendas, minutes, and Treasurer's reports should be posted to www.fkpta.org.
17. In addition to the meetings, The PTA Vice President shall propose a calendar of PTA Events to the Executive Committee and the school for approval and amendment.
18. Each individual event date is proposed by the respective committee responsible for the event to the Executive Committee and the school and approved by the Board of Education as relevant. All dates should be given to the VP by July 1 for approval by Louise Fischot and Jenn McEwen in August.
19. The PTA shall not support, endorse, or advertise any home or individual business. However, the PTA can accept and acknowledge donations of goods, services, and cash, as appropriate. The PTA shall not directly or indirectly promote any political campaign. Similarly, while the PTA may lobby local, state and national government regarding issues related to childhood education, in accordance with NJ State Law, no lobbying material may be distributed directly via children; thus, information pertaining to annual budget MAY NOT be distributed via backpack flyers.
20. All information supplied to the PTA regarding membership is for PTA purposes only and cannot be used by other organization including those soliciting. All material purchased by the PTA are considered the property of the PTA and requires permission for use by other organizations by a 2/3 vote of quorum present.

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21. Any item purchased on behalf of a PTA-sponsored event will be reimbursed provided the following is adhered to:
- a. Voucher Form is filled out completely, including name, address, amount, reason for purchase and committee for which the purchase was made. (Forms are located at www.fkpta.org/Treasury)
 - b. Each voucher should have an ORIGINAL receipt or receipts stapled to it. Print outs of online invoices will be accepted.
 - c. Sales Taxes will not be reimbursed. The PTA is an IRS-designated 501(C)3 non-profit charitable organization that is NOT subject to sales tax. If you are making a purchase on behalf of the PTA please get a copy of the tax exempt form from the Treasurer.
 - d. Purchases made for the PTA should be made separately from personal purchases, please obtain a separate receipt for PTA items.
 - e. Vouchers should be submitted in a timely manner (within 2 weeks after close of the event). You can bring the voucher to PTA meetings, or make arrangements to drop off or mail voucher to the Treasurer.
 - f. Expenses will only be reimbursed if payment was made in the form of cash, check or credit card. The PTA will not reimburse for payments made in the form of a gift card, or credit from merchant, including discounts, coupon codes, promotions, etc.
 - g. Expenses can only be submitted for reimbursement in the fiscal year during which they are incurred. The PTA's fiscal year is July 1 – June 30. Any expenses with a date in the prior fiscal year will not be reimbursed. If for some reason expenses cannot be submitted before June 30 due to the timing of an event, etc., an accurate estimate of outstanding expenses that will be submitted MUST be given to the Treasurer PRIOR to June 30 to factor in to the closing of the annual accounting records and creation of the next year's budget.
 - h. Any outside copy jobs (copying not done at the school) or any administrative expenses will only be reimbursed with prior written approval from the President or VP. A copy of the email should be attached to the reimbursement request. Please remember that if you purchase something for the PTA, it is the property of the PTA.
 - i. Work to get as much donated as possible.
22. Please give the Treasurer at least a week's notice if you need a cash box. Please fill out the Cash Box Request Form. The form is located on the PTA website, www.fkpta.org/Treasury
23. Cash and checks shall be counted by at least two people during any event. When counting deposits amounts following an event, please count and then have someone else double check totals to make sure the amount is correct. Both people need to sign off on deposit sheet before Treasurer does final check. Whenever possible, include an insurance-bonded Officer in the tally process.
24. The President may make expenditures of up to \$100 from the PTA Administration budget without general membership approval. The Executive Committee may make expenditures of up to \$1000 from the PTA Administration line of the approved budget without the general membership approval. All larger appropriations will be referred to the general membership for authorization. Committee chairs are empowered to make administrative decisions appropriate to the running of their committees provided those decisions align with membership-approved budgets. Committees seeking additional funds for any reason

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must obtain approval as follows: if under \$100, obtain approval from the President; if \$100 or more complete a budget amendment form and submit to Treasurer. A vote will be taken at the next general membership meeting.

25. Adequate funds to provide for children's assemblies and author visits (\$15,000) and general administration (\$2,500) for the following fiscal year shall be in the bank account on June 30th of the close of each fiscal year.
26. As per the insurance requirements of the Board of Education, parents may not bring non-school age children into the school for PTA activities, (Room Parent Activities, etc.) during school hours without express permission of the school Principal.
27. A special committee shall review these standing rules at least once during each administration. The rules may be adopted without previous notice by a majority vote at any business meeting of the executive committee. They may be suspended by a majority vote or rescinded by a 2/3 vote at any meeting, or by a majority vote if prior notice was given.
28. Funds earned from Scholastic Book Fair sales may be donated to the Flocktown-Kossmann libraries or taken as cash to supplement PTA activities.
29. When playing games/events where a fee to participate is charged by the PTA, all games must be games of skill, not games of chance. Games of skill would be throwing a baseball, knocking down milk cans, darts, rock climbing, etc. Games of chance would be bingo, scratch off tickets, spinning wheels, etc. Events/Games of chance can be held provided there is no fee charged for participation.

Procedures

1. The standing rules, procedures, and committee descriptions shall be posted to the FK PTA website www.fkpta.org.
2. To use school property for events, send a room request form/email to the PTA Corresponding Secretary. She will then follow correct procedures to get room/space from either Louise Fichot or MaryEllen Summers. The PTA will have first right of refusal of dates for the pending school year prior to August 15, when the dates also are made available to the general public.
3. The Corresponding Secretary will communicate PTA events and news via the Facebook webpage, MemberHub, LV Friday Folder, or through the school's communication system.
4. If a flyer is to be distributed to parents, please follow the Flyer Approval Process:
 - a. Please create flyer in Microsoft Word
 - b. Email flyer to PTA President for approval.
 - c. President will add FKPTA footer and send it to Jennifer McEwen (Flocktown's Secretary) for approval as well as copy the Committee Chair requesting flyer, website chair, and PTA photocopy volunteers.
 - d. Once approved, a copy will be at the school and finished copies are left at the school for distribution. Please allow two weeks to get this process

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completed. Copies are done on Tuesdays.

5. The President and Treasurer are responsible for maintaining adequate insurance coverage for the FKPTA. All contracts must be signed by the President. Individuals who do not comply will NOT be covered by the PTA insurance and may be personally responsible. For all events, a Certificate of Insurance from the vendor naming Flocktown-Kossmann School as Additional Insured must be obtained. The vendor must carry at least \$1,000,000 in General Liability coverage for Premises and Products/Completed Operations. If a deposit is required, a check can be requested from the PTA Treasurer. A personal check can also be written for reimbursement by the PTA Treasurer.
6. The PTA stores event materials in a shed at the school. Should you need to access items held in the shed (including family program and Spring – Carnival materials), please contact the President or VP for access. When storing post-event materials in the shed, please do not store food or opened food service items in the shed for health and sanitary reasons. Please also refrain for storing any items that may be temperature sensitive. Any items stored must be in weather proof containers that will be paid for by PTA.
7. The Flocktown-Kossmann PTA has a gaming license that entitles us to hold games of chance (i.e. 50-50 raffles). Should you wish to conduct games of chance where cash or prizes with monetary equivalent value are exchanged, you must apply for and receive approval for an additional permit in the municipality in which you plan to conduct these games. Within Washington Township, this requires you obtain a form at the Town Clerk's office (visit the Washington Township website www.washtwpmorris.org/clerk for contact information). Once completed, please contact a bonded PTA officer (President, VP, Treasurer or Secretary) to accompany you to the clerk's office to have the documentation signed, witnessed, and notarized. Please complete the paperwork with the Town Clerk at least 60 days prior to your event.

Descriptions of Standing Committee

There are three standing committees: Children's Assemblies, Author Visits and Room Parents. There are also several committees that coordinate a specific PTA event or activity, which is overseen by an Executive Committee member. There are special committees established for particular functions as permitted by the bylaws. The current committee roster is maintained by the Secretary and is included in each year's membership directory.

Standing committee chairs shall:

1. Keep an up-to-date procedure book, which details the work done & timeline throughout the year.
2. Hand in a budget for your event by July 1st.
3. Submit receipts of all expenditures to the treasurer by June 25th.
4. Count, with a second person, all income received at functions.
5. Forward all monies to the treasurer immediately following the counting and obtain a receipt for the same.
6. Submit all bills immediately with an Expense Voucher for payment, having the check made payable to the vendor.
7. Notify the president & vice president of all committee meetings to be held or meetings with the

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principal.

8. Prepare a final report for presentation at the annual meeting.
9. Have the President sign all contracts.
10. File building use forms when necessary via Secretary.
11. Hold a follow-up meeting after the committee has completed its job or program. Discuss input, comments, and suggestions for the report.
12. Send a report to the recording secretary, president & vice president.
13. Pass all records and books to your successor within 7-10 days of the end of your term. Schedule a meeting with the incoming chair to transfer all business of the committee.

What follows is a description of each committee/program/event. Each chair is responsible for maintaining a procedure book associated with their activity and with passing this book onto their successor. Each committee chair must complete a program and event planning form (refer to enclosed example) for submission to the executive committee before the start of the school year by July 1. Co-chairs are always welcome.

Committee Descriptions

Children's Assemblies: Identifies and selects assemblies to be held during school hours at each school. Committee works with the school to provide assemblies that fit within the school's timeline. A PTA member, preferably a committee member should be in attendance at each assembly.

Author Visits: Identifies and selects Author Visits to be held during school hours at each school. Committee works with the school to provide Author visits that fit within the school's timeline. A PTA member, preferably a committee member should be in attendance at each author visit.

Room Parents Program: Coordinates the selection and scheduling of Kossmann and Flocktown room parents and related programs. Plans Room Parent Orientation in August.

Scholastic Book Fair: Manages annual book fair & holiday book fair, including supplier relationship and all aspects of the event. Officer in Charge: Vice President, Ways and Means

Spring Carnival: Coordinates all aspects of the annual fundraiser, including booths, related coordination with room parents, food service, material collection. Officer in Charge: Vice President, Ways and Means

Spirit Wear: Coordinates annual school shirt and other clothing sales, including vendor liaison, ordering, collection of funds and distribution. Creates Spirit Wear and School Spirit Days to be added to PTA calendar. Officer in Charge: President

KidStuff Coupon Books; Coordinates annual sales of coupon book, including vendor liaison, ordering, collection of funds and distribution. Officer in Charge: Vice President, Ways and Means

Library Volunteer (one for Flocktown School, one for Kossmann School): Coordinates volunteer library assistance for each respective school via SignUp Genius Officer in Charge: Children's Programs

Art Teacher helper Coordinator: (one for Flocktown School, one for Kossmann School):

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Coordinates volunteer art teacher assistance for each respective school. Officer in Charge: Vice President Children's Programs

Photocopying: Coordinates weekly process of photocopying PTA flyers for distribution to students. Officer in Charge: Vice President, Children's Programs

Trick or Trunk: Manages all aspects of annual Halloween event, including set-up, hiring of talent, judging and prizes. Officer in Charge: Vice President, Programs

PTA Reflections: Manages all aspects of annual art competition, including collection, coordination, judging/prize awarding and submission of entries to the Morris County competition level. Officer in Charge: President

Box Tops/Labels/ & Coke Rewards for Education: Manages school participation in the Box Tops for Education program, including promotion, school box top collection areas. Officer in Charge: President

Children's Holiday Shop: Manages all aspects of annual November/December in-school shopping program for students, including selection of gifts, coordination of volunteers, organization of "sales days," collection of funds and follow-up. Officer in Charge: President

Yearbook: Designs, obtains photography and other materials, supervises supplier production. Officer in Charge: President

5th Grade Recognition: Develops, manages activity and event in recognition of the graduating class, including vendor relationships, event scheduling and coordination. Must have a current 5th grader to chair. Officer in Charge: President

Kindergarten Registration: Assists the school with the registration process, including stuffing folders with required forms. Officer in Charge: VP Membership/ Louise Fischot

Teacher Staff Appreciation/PTA Hospitality: Coordinates teacher appreciation breakfasts/brunches at key intervals throughout the year. Officer in Charge: President

Teacher Grants: Manages process of determining and awarding teacher grants to each classroom and special services teacher as determined by the principal. Works with the treasurer and officers to establish and ensure responsible direction of grant funds. Officer in Charge: President

Audit Committee: Responsible for annual audit of the books and records of the PTA. Officer in Charge: Treasurer

Bylaws/Standing Rules Committee: Responsible for updating the PTA bylaws every three years as required by the NJPTA, including vetting changes for member vote and filing final copies with the Morris County and NJPTA. Responsible for establishment, annual update, communication (including website posting/newsletter articles, etc.), document storage related to the policies and procedures of the PTA. Officer in Charge: President

Nominating Committee -The nominating committee shall:

1. Meet as soon as possible following their election.
2. Review Bylaws to confirm election dates.

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3. Gather nominations for each office due for election. Describe how they should do this (Facebook, MemberHub, etc.). Compose the communication with the date that nominations should be returned to the committee.
4. Meet to elect the nominees after the nomination forms have been returned.
5. Check to see that the nominee is still interested, and request to have his/her permission to be nominated in writing.
6. Report the proposed nominations to the president for information only. Prepare a written report to be presented at the designated meeting (according to the Bylaws).
7. The chair of the committee will present the report at the designated general membership meeting, giving a written copy of the report to the president at that time.