

Standing Rules for William J. McGinn PTA

1. Name and Identity The name of this PTA is William J. McGinn PTA. Its Local PTA number is 18616.

2. PTA School(s) This PTA serves the children in the William J. McGinn Elementary School.

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) number 23-7215780. A copy of the IRS letter of determination is filed in the legal document file maintained by the president and secretary.

4. IRS Annual Filing

The treasurer is responsible for filing the appropriate federal Form 990 informational return prior to November 15. 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 Filing

This PTA is registered with the New Jersey Division Consumer of Affairs, Charities Registration Section and was assigned a Charities Registration Identification number 0861200. The treasurer is responsible for filing the annual charities registration renewal form (Form 300) by December 31 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.

6. Incorporation Annual Filing

This PTA was incorporated on November 23, 1966 and assigned a New Jersey Corporation ID number 0900068270. 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.

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 William J McGinn 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 William J McGinn PTA shall not exceed \$10 per individual adult membership. All paid members may make motions, participate in debate, and vote at PTA membership meetings.

10. Council Dues

The dues for William J McGinn PTA shall be \$135 annually as per bylaws of the Scotch Plains-Fanwood PTA Council.

11. General Membership Meetings and Quorum

Adoption of the budget, adoption of standing rules, election of the nominating committee, and the report of the financial review committee shall take place at a General Membership meeting in September.

The nomination of PTA officers shall take place at a General Membership meeting in May.

The election of PTA officers shall take place at a General Membership meeting in June.

Each member will receive notice of the place, date, and time of the meetings not less than five days prior to the date of the meeting. A [quorum of at least 19](#) (double the amount of the executive board [including the Principal], plus one more person) must be present to conduct business.

12. Board of Directors Meetings

The Board of Directors shall 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 place, date, time, and purpose of the meeting shall be delivered to each member of the Board of Directors at least five days prior to the special meeting. Quorum for board meetings is a majority of the sitting board.

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 and standards of affiliation

The elected officers of this PTA shall be: President(s), Treasurer(s), Vice President(s) of Fundraising, Vice President(s) of Programming, Recording Secretary, and Corresponding Secretary.

Officers shall be elected at a General Membership meeting, [Biennially](#) in the month of [June](#). If an officer steps down a new officer may be elected to replace them at the next General meeting.

A term of office shall be [two](#) years or until a successor is elected.

[Every effort should be made to stagger elections to minimize disruptions to the executive board.](#)

This PTA will review the NJPTA Standards of Affiliation yearly. The Treasurer is responsible for filing required documentation.

14. Officer Duties

The specific duties that the officers are responsible for:

The President([s](#)) shall:

- A. Preside at all meetings of this local PTA and of the Board of Directors and prepare an agenda for each meeting with the minutes previously provided by the Recording Secretary, and give a copy of the proposed agenda to the Recording Secretary;
- B. Bring a copy of the current NJPTA-approved PTA Bylaws and Standing Rules with him/her at every meeting;
- C. Vote when voting is by ballot(President may vote to create or break a tie)
- D. Coordinate the work of the officers and committees of this local PTA;
- E. Sign all contracts, approve all vendors, and approve all expenditures for this local PTA;
- F. Sign all checks with the Treasurer with the exception of reimbursement to the President;
- G. File his/her signature at the bank at which the funds are deposited;
- H. Represent this local PTA at all district PTA (council) meetings or state PTA functions when invited, or assign an alternate;
- I. Communicate with the Board of Directors on an ongoing basis;
- J. Work with the Board of Directors to appoint chairs to standing committees (with the exception of the nominating committee);
- K. Serve as an ex-officio member of all committees (with the exception of the nominating committee and the internal audit committee);
- L. Coordinate and approve the work of the officers and committees so that the goals of this local PTA are realized;
- M. Prepare a calendar for the year;
- N. Work with the Treasurer to prepare a budget for the year;
- O. Upload change of executive officers into NJPTA GiveBacks website after elections are completed in June, or ensure the Recording Secretary does so;
- P. Complete and file all building usage forms, or designee;
- Q. Meet with the school principal one time per month to discuss PTA events, initiatives, schedule changes, etc.;
- R. Write and send weekly (or as needed) eBlast communication to this local PTA's members [in conjunction with the Corresponding Secretary](#)
- S. Update and maintain this local PTA's website [in conjunction with the Corresponding and Recording Secretaries](#)
- T. Chair Teacher Grants and HS Student Scholarships, or designee;
- U. Perform such other duties as may be prescribed or assigned to him/her by this local PTA or by the Board of Directors;

The Vice President(s) shall:

- A. Act as an aide(s) to the President;
- B. In their designated order preside at all meetings when the President is unable to attend;
- C. If a vacancy occurs in the office of the President, in their designated order, until election takes place, perform the duties of the President in the President's absence or inability to serve;
- D. Oversee their respective committee chair's events & activities, coordinate additional volunteers as needed, and assist with planning and execution of events & activities as needed to ensure they run smoothly, on schedule, and according to the plan of the Board of Directors;
- E. Promote relevant events and activities via social media or executive board designee;
- F. Coordinate facility needs for events with school support staff;
- G. [Programming VPs will organize and oversee the Room Parents of this Local PTA](#)

- H. Submit status reports to the Recording Secretary of past and upcoming events and activities for the Board of Directors meetings;
- I. Perform such other duties as may be delegated to him/her by this local PTA or the Board of Directors;

The Recording Secretary shall:

- A. Submit the meeting minutes of the previous meeting to the President within 10 days of meetings to assist in preparation of the agenda;
- B. Email the Board of Directors said minutes in advance of meetings for review;
- C. Maintain a permanent file of minutes, committee reports, membership lists, and other records of this local PTA (official documents which may be subpoenaed in a court of law);
- D. [Attend all meetings or send a designee to take minutes](#)
- E. Bring a copy of the current NJPTA approved Bylaws, Standing Rules, membership list, agenda, minutes of the previous meeting, Treasurer's Report, committee chair list, and unfinished business to each meeting;
- F. Record the minutes of all meetings of this local PTA and of the Board of Directors;
- G. Record the attendees at all meetings of this local PTA;
- H. [Manage PTA membership and directory in GiveBacks system](#);
- I. Act as a third authorized signer on the bank account of this Local PTA;
- J. Perform such other duties as may be delegated to him/her by this Local PTA or the Board of Directors;

The Corresponding Secretary shall:

- A. Conduct the general correspondence of the association as directed by the President, Board of Directors, or this Local PTA;
- B. Submit a status report to the Recording Secretary (if there is anything to report)
- C. [Organize and oversee gifts to staff at winter break and end of year](#);
- D. [Create weekly eblast communications for the community](#)
- E. [Update the PTA website](#)
- F. Perform such other duties as may be delegated to him/her by this Local PTA or the Board of Directors;

The Treasurer(s) shall:

- A. Have custody of all funds of this Local PTA;
- B. Keep an accurate record of receipts and expenditures;
- C. Pay out of local funds in accordance with the approved budget as authorized by this Local PTA;
- D. Be responsible for the maintenance of such books of accounts and records as confirmed to the requirement of the NJPTA bylaws;
- E. 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. Checks and vouchers shall be signed by the President and Treasurer. In any emergency, or the unavailability of the President or Treasurer, the Recording Secretary may sign in the place of one of the other signatories;
- F. Keep the record of the National and State portions of the membership dues separate from the record of the general funds of the local association. The Treasurer shall send the

annual National and State dues of each individual member of this Local PTA to the State Branch on or before the dates required.

- G. 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;
- H. Provide payment for insurance and other agency payments by the required filing dates;
- I. Include this local PTA name and number on all checks submitted to the NJPTA and the National PTA;
- J. Prepare and file the 990/990-EZ/990N on Charities Registration forms when required;
- K. Pay county council dues when required;
- L. Chair the budget committee to prepare the budget, if so stated;
- M. Present the budget report to the President as requested;
- N. Alert the Executive Board to the line items in the budget near depletion, as well as those over the budget;
- O. Complete and file bank forms, when necessary;
- P. Deposit all funds received immediately following a PTA event;
- Q. Maintain credit cards of this Local PTA and use solely for purchases approved by the Board of Directors;
- R. Prepare books, records, and receipts two weeks prior to the Financial Review (the Treasurer's accounts shall be reviewed annually by an Internal Audit Committee, Financial Review, of not less than three (3) members who, are satisfied that the Treasurer's Annual Report is correct and shall sign a statement to the facts at the end of the report. The committee shall be appointed by the President with approval by the Board of Directors and shall provide a report to the PTA General Membership meeting);
- S. Submit a copy of the Financial Review to the NJPTA via GiveBacks immediately following the PTA General Membership have voted to adopt it in September;
- T. Perform such other duties as may be delegated to him/her by this Local PTA or the Board of Directors;

15. Board of Directors

The Board of Directors of this PTA shall consist of the elected officers (President(s), Vice President(s), Treasurer(s), Recording Secretary, and Corresponding Secretary) and the Principal of William J. McGinn Elementary School.

16. Training Requirements

This PTA will ensure that each elected officer on the Board of Directors attends a minimum of one NJPTA-approved training during the fiscal year.

17. Committees

The Board of Directors shall establish committees. Committee chairs shall be appointed by the President and Vice Presidents of Fundraising and/or Programming for a term of one year. 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. Standing committee chairs shall:

- A. Be current members of this local PTA;
- B. Communicate openly with the Board of Directors and notify them of any committee meetings to be held;

- C. Keep an up-to-date procedure book or plan, which details the work done throughout the year;
- D. Keep a copy of the plan of work approved in advance by the Board of Directors;
- E. DO NOT sign any contracts;
- F. Undertake NO work or enter into any agreements with vendors without approval from the Board of Directors;
- G. Obtain the budget (if any) for your committee from the Board of Directors and stay within its limits.
- H. Obtain prior approval for all expenditures from the Board of Directors;
- I. Submit receipts of all expenditures to the Treasurer within 14 days of completion of events or activities;
- J. Count, with a second person, all income received at PTA functions;
- K. Forward all monies to the Treasurer immediately following the counting, and obtain a receipt for the same;
- L. Submit all bills to the Treasurer immediately for payment following an event or activity, having the check made payable to the vendor;
- M. Hold a follow-up meeting after the committee has completed its job or program. Discuss input, comments, and suggestions for the report;
- N. Do not post pictures on social media or other online platforms without the consent of the Board of Directors and Principal at William J. McGinn Elementary School.
- O. Set a meeting with the incoming chair to transfer all business of the committee;
- P. Pass all records and books to your successor within 30 days of the end of your term;

18. Budget and Monthly Financial Reports

This PTA shall approve an annual operating budget in the fall of each year at a General Membership Meeting. 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 30). A financial review committee with a minimum of three members appointed by the President and approval of the Board of Directors will perform the financial review. The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.

Members of this committee shall not include the President, the Treasurer, 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

This PTA shall establish one or more accounts in financial institutions as determined by the Board of Directors. Any such account shall require the signatures of officers as prescribed in the PTA Bylaws.

21. Independent Review of Bank Statements

The PTA's monthly bank account statements shall 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 provide them to the treasurer.

22. Bank Account Signers

The President and Treasurer will be the authorized signers of all bank accounts unless there are extenuating circumstances. In such circumstances, the Board of Directors shall determine which other officer shall have signing authority.

There must be a third signer in addition to the President and Treasurer. The Board of Directors shall also determine who the third officer on the bank accounts will be. The signers of all bank accounts of this PTA shall be: the President, Treasurer, and Recording Secretary.

No signers shall be related by marriage, law, or blood, and/or living in the same household.

23. Payments and Reimbursements

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the Treasurer within 14 days of expenditure.

Any requests for reimbursement not submitted prior to the date determined by the Treasurer 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.

24. 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.

25. Awards

NJPTA Honorary Life Membership and NJPTA Meritorious Service Awards may be awarded. The President shall appoint the awards committee, with the approval of the Board of Directors. The awards committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.

26. 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 meeting 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.

27. PTA Code of Conduct and Social Media Use

Elected officers and standing committee chairs of this local PTA shall follow an ethical code of conduct whereby they will treat others respectfully and with dignity at all times (either in-person, virtually, or via social media platforms). Elected officers and chairs shall never bully, insult, embarrass, target, or issue physical or verbal threats towards any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals associated with William J. McGinn PTA. Officers or chairs who do so will be subject to removal at the discretion of the Board of Directors.