

Joyce Kilmer Elementary School

PTA Standing Rules		
Rule: 1 st Vice President	SECTION	PAGE 1 of 2
DATE ISSUED 9/28/2004	DATE REVIEWED, REVISED	
APPROVED		

Policy: Define the 1st / Executive Vice President position of the Joyce Kilmer PTA.

Process / Definition:

1. The Vice President shall act as aide to the president and shall in their designated order perform the duties of the president in the President's absence or inability to serve.
2. Preside at all meetings when the president is unable to attend.
3. Attend leadership training when offered.
4. Review PTA'S bylaws.
5. Be knowledgeable of other PTA publications that promote and educate members about PTA.
6. Attend all county or state meetings if the president is unable to do so.
7. Be ex-officio on committees in the absence of the president.
8. If a vacancy occurs in the office of the president in the designated order, until election takes place, assume duties for the remaining term according to the bylaws
9. Responsible to have standing rules reviewed on a yearly basis by the Executive Committee.
10. Acts as liaison to president and committee when new standing rule is suggested or needed. Shall draft proposed rule for committee to review.
11. Serves as timekeeper during meetings – executive committee, board and general membership.
12. Responsible to ensure that all standing orders have signature of President and Principal or his/her designee.
13. Able to serve on committees, but should not take chair position unless there is vacancy or no other member able to serve position.
14. Submit to recording secretary 14 days prior to general membership meetings any information, reports, issues for the agenda.
15. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Upon tendering the binder for this position by the president, it is at that time that the position is considered vacant.
 - d. Once a post is vacated, the opening will be posted on the web, Joyce Voice, or flyers as to the vacated position.

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PTA Standing Rules		
Rule: Arts in Education Chairperson	SECTION	PAGE 1 of 1
DATE ISSUED 9/28/2004	DATE REVIEWED, REVISED	
APPROVED		

Policy: Description of the job duties, function of the Arts in Education chairperson.

Procedure:

1. Be elected or appointed, as determined by the local bylaws of Joyce Kilmer PTA.
2. Be in good standing with the Joyce Kilmer PTA.
3. Know and understand the structure of the local PTA board.
4. Attend leadership training when offered.
5. Take part of the executive committee as well as the board.
6. Attend all general executive committee and executive board meetings.
7. Plan, organize and oversee educational programs sponsored by the PTA within the allocated budget.
8. Plan, organize and oversee educational programs sponsored by the PTA within the goals, or recommendations of the principal/ school representative.
9. Provide and maintain all check requests to treasurer.
10. Report on all assemblies at the board meetings as well as general membership meetings.
11. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Upon tendering the binder for this position by the president, it is at that time that the position is considered vacant.
 - d. Once a post is vacated, the opening will be posted on the web, Joyce Voice, or flyers as to the vacated position.

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PTA Standing Rules		
Rule:	SECTION	PAGE
Board of Education Representative		1 of 1
DATE ISSUED	DATE REVIEWED, REVISED	
9/28/2004		
APPROVED		

Policy: To define the role of the Board of Education Representative.

Procedure:

1. Be a member of PTA in good standing.
2. Attend leadership training when offered.
3. Review PTA'S bylaws and standing rules.
4. Be knowledgeable of other PTA publications that promote and educate members about PTA.
5. Attendance at regular Board of Education meetings.
6. Prepare monthly reports/ summary of Board of Education activity for Joyce Kilmer PTA meetings.
7. Document and maintain information obtained during Board of Education meetings.
8. Attend all general and executive board meetings of Joyce Kilmer PTA.
9. Develop proposed action plan, present to Joyce Kilmer PTA of any activity required as a result of information obtained, learned during Board of Education meetings.
10. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Upon tendering the binder for this position by the president, it is at that time that the position is considered vacant.
 - d. Once a post is vacated, the opening will be posted on the web, Joyce Voice, or flyers as to the vacated position

Joyce Kilmer Elementary School

PTA Standing Rules		
Rule: Bylaws Chairperson	SECTION	PAGE 1 of 1
DATE ISSUED 9/28/2004	DATE REVIEWED, REVISED	
APPROVED		

Policy: Description of the job duties, function of the bylaws chairperson.

Procedure:

1. Be elected or appointed, as determined by the local bylaws of Joyce Kilmer PTA.
2. Be in good standing with the Joyce Kilmer PTA.
3. Know and understand the structure of the local PTA board.
4. Attend leadership training when offered.
5. Understand and interpret local PTA bylaws.
6. Obtain and maintain knowledge of school, district rules, laws that may affect the Joyce Kilmer PTA, membership or community in conjunction with the Bylaws.
7. Be prepared to answer questions, offer explanations at any meeting of the organization in regards to bylaws.
8. Make suggestions for amendments to the PTA bylaws.
9. Maintain documentation in accordance with local bylaws, and rules governing changes to bylaws.
10. Revise and present amended bylaws to the board and general members for adoptions.
11. Take part of the executive committee as well as the board.
12. Attend all general executive committee and executive board meetings.
13. Work in conjunction with the standing rules chairperson to formulate, amend and review the standing rules.
14. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Upon tendering the binder for this position by the president, it is at that time that the position is considered vacant.
 - d. Once a post is vacated, the opening will be posted on the web, Joyce Voice, or flyers as to the vacated position.

Joyce Kilmer Elementary School

PTA Standing Rules		
Rule: Bylaws	SECTION	PAGE 1 of 1
DATE ISSUED 9/28/2004	DATE REVIEWED, REVISED	
APPROVED		

Policy: Bylaws are specific rules for governing PTA.

Procedure:

1. Bylaws may not be suspended, even by a unanimous vote.
2. All local PTA bylaws must be in the current Local Bylaws Booklet format published by the NJPTA.
3. The issue date is located on the front cover of the booklet.
4. PTA must review, re-approve and re-submit bylaws to NJPTA for approval every three years.
5. The general membership of PTA must vote on the bylaws before they are submitted to NJPTA.
6. The general membership approval date must be noted on the front cover of the bylaw booklets.
7. Bylaws are to be completed in quadruple form, so that there are 4 original booklets.
 - a. 1 copy to be retained on file by NJPTA
 - b. 1 copy to be retained by County PTA
 - c. 1 copy to be retained by the recording secretary with the official PTA records and also shall be stamped "original".
 - d. 1 copy to be retained by the President.
8. Changes to the base booklet should be indicated and identified with an asterisk (*) next to the changed article.
9. The changes should be placed in the back of the booklet with the Article, Section, and page number clearly indicated.
10. Articles identified with 2 asterisks (**) are requirements of NJPTA and these areas may not be changed and must be included in the bylaws.
11. Bylaws may be amended at any time in accordance with Article XVI, Section 1.a. and 1.b. of the bylaws. Changes should be submitted on the amendment form provided by the NJPTA office, and four (4) forms should be submitted as outlined above.
12. Documents for amending bylaws in accordance with rules shall be maintained by the Bylaws chairperson.

Joyce Kilmer Elementary School

PTA Standing Rules		
Rule: Character Education	SECTION	PAGE 1 of 1
DATE ISSUED 9/28/2004	DATE REVIEWED, REVISED	
APPROVED		

Policy: To define the role of the Character Education Representative.

Procedure:

1. Be a member of PTA in good standing.
2. Attend leadership training when offered.
3. Review PTA'S bylaws and standing rules.
4. Be knowledgeable of other PTA publications that promote and educate members about PTA.
5. Attendance at school committee for Character Education.
6. Promote in conjunction with principal and school the district character education policies.
7. Expand when necessary in conjunction with the principal, committee the district's character education policies to benefit the Joyce Kilmer Community
8. Make recommendations to PTA Board regarding character education events, procedures, and education.
9. Prepare monthly reports/ summary of Character Education activity for Joyce Kilmer PTA meetings.
10. Document and maintain information obtained during Character Education meetings.
11. Attend all general and executive board meetings of Joyce Kilmer PTA.
12. Develop proposed action plan, present to Joyce Kilmer PTA of any activity required as a result of information obtained, learned during Character Education meetings.
13. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Upon tendering the binder for this position by the president, it is at that time that the position is considered vacant.
 - d. Once a post is vacated, the opening will be posted on the web, Joyce Voice, or flyers as to the vacated position

Joyce Kilmer Elementary School

PTA Standing Rules		
Rule: Classroom Volunteers	SECTION	PAGE 1 of 2
DATE ISSUED 9/28/2004	DATE REVIEWED, REVISED	
APPROVED		

Policy: To have classroom volunteers in each grade to assist with the class activities, assist the teachers as necessary/ requested.

Procedures/Definition:

1. There are 2 types of classroom parents. There is 1 Liaison parent and there could be multiple co-room parents.
2. All room parents – liaison and co-room parents must work together, planning of parties together, share ideas, distribute workload evenly and jointly agree on decision prior to following through or acting upon a decision.
3. Liaison (contact) parents are expected to do the following:
 - a. Attend an October lunch meeting with the classroom teacher.
 - b. Be an active member of the Joyce Kilmer PTA
 - c. Work with the teacher to determine party dates, times and party plans
 - d. Collect party money from teacher on date specified at room parent luncheon.
 - e. Manage party money sent in by students.
 - f. All purchases made with party money must be accompanied by a receipt and retaining said receipts until the end of the year.
 - g. Act as a liaison between teacher and parent volunteers including all co-room parents.
 - h. Liaison room parent should be able to work well with classroom teacher.
 - i. Should follow/ contact all volunteers to ensure all areas of party are covered.
 - j. Relay dates and times of parties as well as what the teacher may or may not want in the classroom during the party to both parents and co-room parents.
 - k. Act as classroom contact for parent regarding classroom parties.
 - l. Assist teacher with classroom projects if asked.
 - m. Help supervise children on field trips at teacher request if available.
4. Co- Room Parents
 - a. There can be multiple co-room parents depending on the volunteers of the class.
 - b. Attend an October lunch meeting with the classroom teacher.
 - c. Be an active member of the Joyce Kilmer PTA.
 - d. Assist the liaison parent in party planning, preparation, shopping etc.
 - e. Be able to work well with teacher
 - f. Attend all classroom parties upon teacher approval and if available to attend.
 - g. Assist teacher with classroom projects if asked
 - h. Help supervise children on field trips at teacher request if available.
5. Phone contact parent:
 - a. Will make calls each month to notify parents of upcoming school events and/or PTA events.
 - b. Make reminder phone calls to parents at budget voting time.
 - c. Secure two donations per class for teacher appreciation luncheon

6. Procedure for choosing classroom volunteer positions:
 - a. Chosen by lottery by a PTA member with at least, but not limited to 2 PTA members' witnesses.
 - b. The members are the Volunteer Coordinators of the PTA.
 - c. The lottery will be announced and any PTA member may choose to attend and witness.
 - d. If more than 1 parent requests the liaison position, the teacher may elect to choose the liaison parent or submit election of a specific parent to the lottery.
 - e. Names for lottery drawing will be placed on identical index cards, folded identically and placed in a large container for ease of pulling.
 - f. Parents may choose to go into lottery drawing for more than one classroom but may only be assigned Liaison room parent for one classroom.
 - g. PTA room parent coordinator will notify the teacher of liaison room parent assignment.
7. Party Money
 - a. Amount: Party money to be requested of each family at the rate of \$2.00 per party per child for a total of \$8.00 per year per child.
 - b. Collection: Party money may be turned into classroom teacher in a sealed envelope marked PTA Classroom Party Money. This should also include child's name, classroom number.
 - i. Teachers will collect party money for a 2-3 week period at time of notification to parents of monies due.
 - ii. Party monies should not be sent to the office.
 - iii. Liaison room parent is to check party money received against class list as soon as it is turned in by the teacher.
 - c. Uses:
 - i. Held by liaison room parent and oversees use of party money
 - ii. Money may only be used to purchase items for parties. These may include the following:
 1. Paper goods
 2. Refreshments
 3. Snacks
 4. Supplies to make a craft during the party
 5. Games to be played
 6. Items to be given as a favor during the party
8. Classroom party policy
 - a. The teacher has the ultimate authority over his/her classroom
 - b. Room parents must receive approval from classroom teachers on all aspects of party.
 - c. Notify parents via phone, email or paper notification in back packs of all activities. Included in this notification should be date, time of party, liaison room parent to contact.
 - d. Include all parents who offer to volunteer.
 - e. Water play is discouraged for safety reasons.
 - f. Approval for water activity must be received by the teacher.
 - g. Notification of water activities must be given to all parents and instruct them if appropriate dress, change of clothing, towels etc. are required as well as if their child can not participate.
 - h. All decorations, refreshments and activities should not include any religious symbols as well as religious holiday symbols. With restriction of these symbols, it will allow all children to participate regardless of race, ethnicity, and religion.

- i. Food allergies must be observed during the planning of refreshments. Notify parents that if their child has a food allergy, he/she should notify the liaison parent so that proper steps can be taken.
- j. Other allergies such as latex should also be observed. If there is a latex allergy, there will be no balloons, toys with latex or other items containing latex in the party.

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PTA Standing Rules		
Rule: Corresponding Secretary Role	SECTION	PAGE 1 of 2
DATE ISSUED 9/28/2004	DATE REVIEWED, REVISED	
APPROVED		

Purpose: Define the role of corresponding secretary

Policy / Definition:

1. Attend leadership training when offered
2. Review the PTA'S bylaws
3. Review the past corresponding secretary's records.
4. Be knowledgeable of PTA publications that can enhance the PTA's position.
5. Be knowledgeable of PTA publications that will assist with the promotion of PTA membership
6. Attend all meetings of the association
7. Receive and review all correspondence received by the association
8. Notify officers, committee members and delegates of their election or appointment
9. Send out notices of executive committee, board, and other meetings.
10. Send out cards, thank you letters, etc.
11. Read all correspondence received at PTA meetings.
12. Write any other letters as directed by the president of the local PTA.
13. Keep a file of all correspondence.
14. Prepare year-end report when due (annual meeting).
15. Finalize the procedure book for the year, and make recommendations for the upcoming year. In the event of leaving the position, ensure that the new corresponding secretary receives the information.
16. Distribute to Executive Committee copies of bylaws, standing rules each year or when addenda are made.
17. When writing a letter from the executive board, committee approval must be obtained from the board / committee and the closing should reflect as such.
18. Forward a copy of the outgoing correspondence to the president for approval before mailing.

19. Record the date of the correspondence received on the correspondence itself.
20. The corresponding secretary should have a supply of PTA letterhead and envelopes on hand.
21. Picking up mail from the school shall be in the responsibility of the Corresponding Secretary. During the school year, this task must be done at least daily.
22. In the event the secretary is not available to pick up mail daily during the school year, he or she should designate a person to perform this task.
 - a. Designee should be an active member of the PTA as well as approved by the board.
23. The distribution of the mail to the appropriate members should occur within 7 days of receipt of the secretary.
24. Separate areas for funds coming into the office which would include but not are limited to those financial items such as: membership dues, fund raiser monies, reimbursement dollars, etc.
25. In the event of funds requiring pick up shall be performed on a daily basis and distributed that day as well.
26. Funds should be collected and distributed as appropriate on a daily basis.
27. Submit to recording secretary 14 days prior to general membership meetings any information, reports, issues for the agenda.
28. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Once a post is vacated, the opening will be posted on the web, Joyce Voice, flyers as to the vacated position.

Joyce Kilmer Elementary School

PTA Standing Rules		
Rule: Ethics, Morality, Confidentiality	SECTION	PAGE 1 of 3
DATE ISSUED 9/28/2004	DATE REVIEWED, REVISED	
APPROVED		

Policy: To define the rules of confidentiality within the PTA association as well as identify those areas in which confidentiality was disrupted, plan of action, follow up and documentation. Have a systematic unbiased approach to matters which can deter / effect the ethics or morals of the PTA organization as described in the National, State levels and bylaws of the organization.

Procedure / Definition:

1. Confidentiality, ethic / moral issues can be described in 2 areas – within the board/executive committee and with the members at large. In either example the confidentiality, morality and ethics shall be taken into consideration when handling a matter, complaint, concern or membership issue.
2. Any complaints regarding PTA matters should be forwarded to the president. This information of the complaint should include the following:
 - a. Person(s) making the complaint information for contact for follow.
 - b. Documentation of the complaint that is date, time stamped.
 - c. Written material regarding the complaints should contain facts, not opinions or personal views.
3. If the complaint is made to a board or executive committee member, then such person should bring the information as listed above to the attention of the President. Careful as to not share this information to other officers, teachers, membership.
4. A committee can handle complaints regarding PTA matters if one does not exist. The committee shall include but not limited to the following:
 - a. President
 - b. Bylaws Chairperson
 - c. Vice President – Executive Vice President if deemed necessary by the President.
 - d. Recording Secretary for documentation of meetings, plan of action and any follow up required
 - e. 2 members from the organization
 - f. School representative if so needed.
 - g. The purpose of the committee is to focus on the complaint, and have a timely, reasonable resolution.
 - h. This committee shall report any plan of action to the Executive Committee for approval of responses and to review that all rules, bylaws, ethics are followed.
 - i. The minutes / reports of this committee does not require report given at general membership meetings unless otherwise deemed so by the President.
 - j. The President does have voice vote allowance within this committee as well as can veto any motion that is not within the realms of the committee, PTA organization, bylaws or standing rules.
5. Complaints regarding school personnel should be referred to the President so that he/she can refer it to the principal or superintendent of the school.
6. Issues, complaints can be brought to the President.

- a. Issues / complaints can be done verbally to the president.
 - b. Issues/complaints are best done in writing whether email, or postal mail
7. Timeliness of acknowledgement of issues, complaints, suggestions shall be as followed:
 - a. 24 hours the issue is to be acknowledged by either the President or the made aware of the issue/concern/complaint
 - b. 1 week to act upon, investigate, put in plan of action if warranted.
 - c. Day 8 on – follow up is to be done, resolution if applicable and monitoring of the changes, action plan.
8. When / if a chairmen meets with the administrators or staff members in the name of their committee, it is advisable to have the President and Vice President present. This shall hold true for all committees including and action committees for complaints / concerns.
9. If contacted by reporters, request the person’s name, newspaper, and reason for the call. Be sure your answers are accurate and are in accordance with PTA policy, not your opinion.
10. Email, written correspondence is an acceptable form within the organization, however, forwarding of these messages with out said pe4rmission of sender is forbidden.
 - a. If information is forwarded, then action shall be taken within the limits of the standing rules, bylaws
11. Conversations within the executive board are within the realms of the meetings and will not be4 shared outside the group, unless deemed so by group, or action needed to be taken, with members, executive committee.
12. Nominating / voting committee are to be kept within the committee and destroyed within the committee and destroyed within the realms of keeping confidentiality of potential candidates.
13. Emails, phone numbers shall only be published with said permission of members for executive board, committees. They are not to be released to other groups or used for any other purpose.
14. Emails, written word and conversations shall remain within the realms of Roberts Rules of Order, National and State PTA, bylaws and rules of conduct.
15. If above rules for confidentiality, ethics, morals are not kept by said Board, Committee or membership the following will occur:
 - a. During a meeting:
 - i. Board / Members – written document to member, signed/ acknowledge by board which will include infractions, recommendations, and consequences of said actions and any associated time refrain.
 - ii. The President and Executive Vice President will monitor infractions and time restraints.
 - b. Correspondence – Communication at Executive level
 - i. Address situation immediately
 - ii. Deem it as infraction
 - iii. Recording secretary or said appointed officer will address any infraction as group and documented.
 - iv. Documentation of infraction shall be kept in a separate binder/bound log and shall not be made part of general membership documentation.
 - v. Documentation shall be kept and any actions shall remain in affect for the school year, or otherwise deemed necessary by Executive Board.
16. Levels of warning / discipline:
 - a. Verbal – given by the President and documentation kept within the recording secretary’s files/logs.
 - b. Written – given and signed off by the President. Copy kept with recording secretary, the carbon copies to Executive Board Members and the individual who has action taken against him/her.
 - c. Dismissal- documentation shall be kept as within the above noted levels of warnings or disciplinary actions.
17. Types of infractions that could constitute levels of action may include but not limited to the following:
 - a. Personal attacks, violence against person
 - b. Character assassination or attack
 - c. Imposing own views that promote discord between members, meeting or committee.

- d. Breaking the rules of confidentiality whether written, said, or documented
 - e. Illegal use of PTA funds or property
 - f. Mishandling or procurement of PTA funds
 - g. Disruption during meetings, which inhibit the purpose of the meeting, work of the group, reason for meeting.
 - h. Not disclosing information that would prohibit another from performing his/her job to the best of his/her abilities.
 - i. Speaking to families, school, community regarding complaints, personal issues when not involved with the Complaint Committee, or President.
 - j. Disrespecting the school grounds
 - k. Escalating a situation that causes harm to the membership at large, school community and or PTA officers/board/committee, or to gain own personal benefit.
 - l. Not performing the duties as described in these standing rules or per the bylaws.
 - m. Not promoting the welfare of children and youth in home, school, and community
 - n. Any other actions deemed inappropriate, unjust or wrongful in the light of the bylaws and standing rules as said so by the Executive Board.
18. Any infraction as noted above, can be brought forth to be investigated by any member, Executive board or committee.
 19. All complaints, infraction shall be reviewed unbiased and each party has the ability to address the accuser, complaineer or executive committee.
 20. Any infraction, complaint that cannot be handled via local Joyce Kilmer PTA shall be brought to the attention and counsel of the Zone Board for review by the President and/or Vice President.
 21. Review boards maybe also contain a member of a neighborhood community if an issue is brought forth that affects the community at large.
 22. The use of inappropriate dialogue, or vulgarity shall not be acceptable during conversations within the committee, executive meetings or any correspondence.
 23. Personal view, opinions, shall remain not a part of the PTA meetings, discussion or purpose.
 24. Ethical issues or questionable ethics shall be raised during an Executive Board during a special meeting to ensure that ethics are in question vs. personal opinion.

Joyce Kilmer Elementary School

PTA Standing Rules		
Rule: Flyer Guidelines	SECTION	PAGE 1 of 1
DATE ISSUED 9/28/2004	DATE REVIEWED, REVISED	
APPROVED		

Policy: Every PTA has its own program of child welfare, home-school cooperation and community improvement. This program is so important and so comprehensive that all funds should be used for its advancement.

Guidelines for flyer distribution for notification of PTA meetings, events, fundraisers

Process / Definition:

1. All chairpersons are responsible for any all advertising and request for volunteers for their said activity/event. These may include:
 - a. Posters
 - b. Announcement
 - c. Sign Up Flyers
 - d. Articles for Joyce Voice/Web
 - e. Email and/or postal mail
 - f. Cable 19
 - g. Bulletin boards within school
 - h. Zone notification to pass at other school's if applicable
 - i. Outside publications (newspapers)
 - j. Announcement at general membership meetings
2. The President and Principal of school prior to distribution or sending out to the community must approve all flyers/materials.
3. Information that should be included in material/notification are the following:
 - a. All flyers should include the name of the sponsoring group at top
 - b. Include the name of the chairperson and phone number in which community can contact them.
 - c. "Sponsored by the Joyce Kilmer PTA" must appear on all printed material.
 - d. Children must be accompanied by parent/guardian for event
 - i. This statement to be used for family oriented activities
 - ii. Shall follow Joyce Kilmer Handbook for Conduct
4. Chairpersons raising money for event not for a budgeted item of the PTA, but approved materials to aid the school community, this needs to be duly noted on the flyer/notification.
5. PTA does not raise money for PTA activities and then allow that money to be diverted into other channels.

JOYCE KILMER ELEMENTARY SCHOOL

PTA STANDING RULES		
POLICY Health and Safety Vice President (4 th)	SECTION	PAGE 1 of 1
DATE ISSUED	DATE REVIEWED, REVISED	
APPROVED:		

Policy: To define the role of Health and Safety Vice President.

Procedure:

1. Be a member of PTA in good standing.
2. Attend leadership training when offered.
3. Review PTA'S bylaws and standing rules.
4. Be knowledgeable of other PTA publications that promote and educate members about PTA.
5. Remain current on health and safety issues facing parents within the school community and community at large.
6. Remain in communication with school principal and nurse regarding health and safety issues.
7. Evaluate areas in need of improvement within the Kilmer community, building.
8. Keep current and be present of any Zone topics, plans of action regarding Health and Safety.
9. Maintain communication and participate in the Health and Safety Standing Committee.
10. Research and gather information on topics approved by board.
11. Areas of Health and Safety involvement may include but are not limited to the following:
 - a. Head Lice
 - b. Child Safety / Welfare
 - i. Helmets
 - ii. Bike Safety
 - iii. Playground Safety
 - iv. Red Ribbon Week
 - c. Environmental Safety
 - i. Dust
 - ii. Mold
 - d. Facility Condition
 - e. Allergies
 - f. Devices for First Aide
 - i. AED
 - ii. CPR
12. Educate and respond to parental concerns in accordance with standing rules, bylaws, and school policies.
13. Make recommendation to the board for health and safety programs, education.
14. Report at all general and board meetings.
15. Prepare and maintain records of all safety functions, discoveries and action plans.
16. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Upon tendering the binder for this position by the president, it is at that time that the position is considered vacant.
 - d. Once a post is vacated, the opening will be posted on the web, Joyce Voice, or flyers as to the vacated position.

Joyce Kilmer Elementary School

PTA Standing Rules		
Rule: Historian Role	SECTION	PAGE 1 of 1
DATE ISSUED 9/28/2004	DATE REVIEWED, REVISED	
APPROVED		

Policy: To define the role of the historian for the PTA board.

Process/ Definition:

1. Be elected or appointed, as determined by the local bylaws of Joyce Kilmer PTA.
2. Be in good standing with the Joyce Kilmer PTA.
3. Attend leadership training when offered.
4. Be knowledgeable of PTA publications that promote and educate members about PTA.
5. Keep a permanent record book of all information and publicity of interest to the organization which may include the following:
 - a. Name of association including date of creation and place of organization.
 - b. Names of original organizers with photographs if possible.
 - c. All notices sent out by the PTA / Council
 - d. List of all officers, chairmen, committee members and special committees.
 - e. Copy of each newsletter distributed
 - f. Photos and copies of committee reports
 - g. Bylaws and renewals as needed
 - h. Standing rules and renewals as needed
 - i. Pass historian's book for each successor to the library for safe keeping
6. Documents that are stored in the library shall be stored with a limit of at least 10 years or unless otherwise deemed by the board and principal of the school.
7. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Upon tendering the binder for this position by the president, it is at that time that the position is considered vacant.
 - d. Once a post is vacated, the opening will be posted on the web, Joyce Voice, or flyers as to the vacated position.

Joyce Kilmer Elementary School

PTA Standing Rules		
Rule: Legislation Representative	SECTION	PAGE 1 of 1
DATE ISSUED 9/28/2004	DATE REVIEWED, REVISED	
APPROVED		

Policy: To define the role of the Legislation Representative.

Procedure:

1. Be a member of PTA in good standing.
2. Attend leadership training when offered.
3. Review PTA'S bylaws and standing rules.
4. Be knowledgeable of other PTA publications that promote and educate members about PTA.
5. PTA can propose resolutions with legislative intent.
6. Understand and interpret national legislative efforts.
7. Be prepared to answer questions, offer explanations at any meeting of the organization.
8. Make suggestions for adoption of legislative position.
9. The National PTA board of directors recommends resolutions for consideration by delegates at the National PTA Convention. Resolutions must be approved by the convention body and then ratified by National PTA board of directors to become positions of the organizations.
10. Document and maintain information obtained during legislative discovery, informational obtainment.
11. Attend all general and executive board meetings of Joyce Kilmer PTA.
12. Develop proposed action plan, present to Joyce Kilmer PTA of any activity required as a result of information obtained, learned during legislative findings, meetings.
13. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Upon tendering the binder for this position by the president, it is at that time that the position is considered vacant.
 - d. Once a post is vacated, the opening will be posted on the web, Joyce Voice, or flyers as to the vacated position

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PTA Standing Rules		
Rule: Meeting Guidelines	SECTION	PAGE 1 of 2
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Policy: To define type of meetings, purpose, frequency, running, guidelines of meetings.

Purpose / Definition:

1. Only members who are in good standing shall be eligible to participate in the business of this PTA such as voting, motions and participation in committees.
2. Regular meetings of the executive board shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year.
3. Special meetings of the executive board may be called by the president or by a majority of the members of the board.
4. The president shall be ex-officio member of all committees except the nominating and auditing committees.
5. Parliamentary law is an accepted set of rules by assemblies arrives at the majority opinion of those present – accurately, impartially and in the minimum amount of time, it should be observed at every meeting of the PTA. The law is designed to maintain order, to ensure justice and equality, to expedite business, and to enable an organization to accomplish the objectives for which it is formed.
6. Parliamentary Authority – Robert’s Rules of Order, Newly Revised is the parliamentary authority adopted by the National PTA and should be observed at every PTA meeting. Some of these, but not all, are listed below:
 - a. Power of the organization is vested in its general members.
 - b. All members have equal rights and privileges: to introduce business, participate in discussions, vote, etc.
 - c. The presiding officer must be fair and impartial, versed in parliamentary procedure, tactful and courteous.
 - d. The vote of the majority decides, except where the basic rights of members are involved, in which case, a 2/3 vote is required.
 - e. Every member is entitled to speak once on a debatable motion (unless the pending motions are non-debatable or unless the body has voted to terminate the debate).
 - f. Only one main motion or question may be considered at a time. It must be disposed of in some fashion before another main motion may be entered.
 - g. The member who makes the motion is entitled to speak first, and may not speak against the motion.
 - h. One who spoke on a motion may also speak on amendments and other motions that may be moved, since the question is in a different stage.
 - i. Only one person may have the floor at a time.
 - j. Debate should be confined to the merits of the pending motion.
 - k. When speaking in debate, personalities should be avoided. The motion can be denounced or attacked, but NEVER the person.
 - l. Speakers must address their remarks to the chair.
 - m. No one may speak a second time in debate so long as anyone desiring to speak has not already spoken on the question.

- n. A member has the right to know what the question is before the assembly at all times and what its effect would be.
 - o. Care must be exercised to prevent abuse of such motions as point of order, point of personal privilege or point of information.
 - p. The use of general (unanimous) consent is a great time-saver in which everyone seems to be in agreement.
 - q. If there is no quorum and action cannot wait until the next meeting, a vote can be taken and then ratified (voted on) at the next meeting. Otherwise, wait until there is a quorum before voting.
 - r. Refer complex questions to committees for further information.
 - s. Limit debate on the pending question (the number of speakers, the amount of time, or call the question), if necessary. This must be done prior to the motion coming to the floor.
 - t. Be sure a motion is made before discussion starts on an issue. This is after someone brings up issue that you feel will require action. The president can ask someone to make the issue into a motion.
 - u. A procedural violation that is not objected to at the time of its commission does not invalidate action taken. Silence implies consent or at least acquiescence.
7. Tough or out of order issues during a meeting shall follow Robert's Rules of Order, Newly Revised, Section 46 and Section 60. Some of the rules are as follows:
- a. Conduct meeting as formally as possible.
 - b. If the president has strong feelings regarding the issue that could mar neutrality, you may have your vice-president chair the meeting so that you can become a participant.
 - c. If the group is willing, or if a pre-planning committee sees a need, special rules for this meeting can be agreed upon at the onset, such as a number of times a person may speak to any one item or the time limits for each speaker.
 - d. The chair does not have to recognize a speaker who may dominate the floor in favor of others who may not have spoken.
 - e. The president can call the issue "out of order" if the speaker departs from the agenda. Enters into personal comments not related to the subject at hand, interrupts another speaker, or in any way becomes abusive of any member's rights. Preserve the right of an individual to speak only as long as he/she does not abridge the rights of others.
8. Members who do not respect the floor of the meeting and its members shall be asked by the President or committee chairperson to excuse him/her for the remainder of the meeting. This is to ensure that all other members have the opportunity to speak and participate in discussion/meeting.
9. Meeting agenda outline and chairman's script for working the agenda is as follows:
- a. Call to Order
 - b. Opening Ceremony
 - c. Reading and Approval of Minutes
 - d. Treasure's Report
 - e. Correspondence
 - f. Committee Reports
 - g. Standing Committee
 - h. Special Committee
 - i. Unfinished Business
 - j. New Business
 - k. Announcements
 - l. Program
 - m. Adjournment
10. At executive committee/board meetings, only those listed as serving on the board may vote or make motions. Guest may speak with the approval of the president or the executive committee/board.
11. Setting meeting dates, the district and school calendars should be checked to clear dates with the principal or superintendent.
12. Criticism of any person shall not be voiced in open meetings.

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PTA Standing Rules		
Rule: Membership Chairperson	SECTION	PAGE 1 of 1
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Policy: Description of the job duties, function of the membership chairperson.

Procedure:

1. Be elected or appointed, as determined by the local bylaws of Joyce Kilmer PTA.
2. Be in good standing with the Joyce Kilmer PTA.
3. Know and understand the structure of the local PTA board.
4. Attend leadership training when offered.
5. Take part of the executive committee as well as the board.
6. Attend all general executive committee and executive board meetings.
7. Organize, advertise, collect and report on local PTA membership.
8. Follow outline rules for membership cards, verification of amounts, documentation on cards of expiration dates, names.
9. Make recommendations to the board on membership issues including ways to encourage participation.
10. Prepare written membership reports for the executive committee and secretary.
11. Attend back to school night, and any functions that can promote membership.
12. Follow all procedures in accordance to flyers guidelines for distribution of membership flyers.
13. Maintain an active membership list for all general membership meetings.
14. Ensure that the president and recording secretary has an active membership list and receives updates timely with any changes.
15. Membership lists are the property of PTA and cannot be released to any outside agencies, interests, or organizations.
16. Only names that appear on the list are eligible to vote at the meetings or serve as officers, members of the executive board.
17. A copy of the membership list should be given to the nominating committee when it begins its deliberations so that the list can serve to verify that nominees are members of the PTA.
18. Work with the treasurer to ensure that all membership is forwarded to the treasurer, receipts are retained as well.
19. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Upon tendering the binder for this position by the president, it is at that time that the position is considered vacant.
 - d. Once a post is vacated, the opening will be posted on the web, Joyce Voice, or flyers as to the vacated position.

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PTA Standing Rules		
Rule: Mission Statement	SECTION	PAGE 1 of 1
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Policy: The members, board and officers of the Joyce Kilmer PTA will follow in conjunction with the school's mission statement.

This joining and following of the mission statement will have the focus be on the children, community and teachers in which we serve and represent.

Mission Statement

To provide a caring and safe environment where members of the Joyce Kilmer Family enjoy growing and learning together to be the best they can be.

Joyce Kilmer Elementary School

PTA Standing Rules		
Rule: Nominating Committee	SECTION	PAGE 1 of 1
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Policy: Define the role, purpose of the nominating committee of the PTA. These rules are how the elected nominating committee members should perform their tasks.

Procedure/Definition:

1. The chairperson of this committee is elected according to the bylaws (Article VI, Section 8.c)
2. Meet as soon as possible following their elections.
3. Responsible to notify PTA and school community of the election period within a timely manner.
4. Gather nominations of those who are to run
5. Provide those members who wish to run a copy of the PTA bylaws and Standing Rules.
6. Review bylaws to confirm elections dates.
7. Gather nominations for each office due for election. Describe how they should do this (via flyer or letter sent home to each PTA member). Compose the letter with the date that nominations should be returned to the committee.
8. Check to see that the nominee is still interested, and request to have his/her permission to be nominated in writing.
9. Report the proposed nominations to the president for information only.
10. Prepare a written report to be presented at the designated meeting (according to bylaws).
11. To keep voting unbiased.
12. Responsible for providing description of duties for open positions.
13. The sole purpose of this committee is to meet when elections are due or an office becomes vacant. The committee is automatically discharged when its report is presented to the membership. However, if a nominee withdraws before the elections, the committee can be reactivated.
14. The committee is comprised of members of the PTA who are in good standing.
15. The committee is comprised of a chairmen who may be elected by the President or who request to chair the committee. Other members of the committee may include but are not limited to the principal or superintendent of the school, 1 teacher representative as well as 2 other PTA members.
16. The committee does not have voting power during votes, motions made during Executive Board and/or Committee.
17. Any person of this committee may become a candidate for office without resigning from the committee.
18. This committee reviews the tenure of incumbent officers to determine eligibility for another term in the same office or in another position.
19. Thee committee is to nominate only one person to serve in an office.
20. The committee is to keep deliberations completely confidential.
21. Once election period is completed, this committee is terminated.

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PTA Standing Rules		
Rule: Outline of Recording of Meetings	SECTION	PAGE 1 of 1
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Policy: Outline for general recording minutes so that information is obtainable, documented for membership, future meetings and issues.

Process/Definition:

1. Kind of meeting – executive committee, executive board, general membership committee and special committee.
2. Name of group.
3. Date, time, and place of the meeting (if not always the same)
4. Name of the officer and/or chairperson who calls the meeting to order.
5. Members in attendance (at executive committee, board meetings, or general membership meetings).
6. Whether minutes of previous meeting were approved as read or mailed or as corrected, or whether reading them was dispensed with and why (only if members have copies).
Corrections and approval of minutes are usually handled by general (unanimous) consent.
7. Minutes of a special meeting are approved at the next general meeting. A special meeting does not approve minutes.
8. Treasurer’s report
9. Correspondence
10. Reports of officers, the executive committee, standing and special committees.
11. A separate paragraph for each subject matter.
12. Minutes should contain mainly a record of the report in summation of what was done and should never reflect the secretary’s opinion. These documents are considered a legal document and can be subpoena in court of law. Minutes should reflect a summation and have enough detail in the event it needs to be referred to at another time.
13. Exact wording of all motions or recommendations made and seconded.
 - a. Record the name of the member who made the motion but not the one who seconded the motion.
 - b. The results of the vote- whether carried or lost.
 - c. Motions that have been withdrawn do no appear in minutes.
14. All points of order and appeals, whether sustained or not together with reason given by the chair for his or her ruling.
15. When a count is taken or a vote is by ballot, the number of votes on each side is recorded.
16. In the general membership meeting a program topic, type of presentation, and names of participants, important points covered.
17. Further business – announcements- good of the order.
18. Time of adjournment
19. Should be signed by the secretary and dated. Do not use “Respectfully submitted”. This is an outdated practice.

20. When minutes are approved, the statement “Accepted as written or accepted as amended” and contain the secretary’s initials and date should be written below them.

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PTA Standing Rules		
Rule: Role of President	SECTION	PAGE 1 of 2
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Policy:

Define the role of the President of the Joyce Kilmer PTA

Process / Definition:

1. Preside at all meetings
2. Know and understand the structure of your local PTA board.
3. Attend leadership training when offered.
4. Review PTA'S bylaws.
5. Be knowledgeable of other PTA publications that promote and educate members about PTA.
6. Call meetings to order on time and proceed with the business
7. Maintain a fair and impartial position at all times.
8. Prepare an agenda for each meeting with assistance of the recording secretary
9. Have a copy of the current NJPTA-approved, local PTA bylaws with him/her at each meeting.
10. Vote when voting is by ballot. In other cases, the president may vote to create or break a tie. {Do not reflect or show your vote if by voice or hand, just include your vote in the count }
11. The president never votes from the chair by voice vote.
12. File his/her signature at the bank, which the funds are deposited.
13. Sign all checks with the treasurer.
14. Represent the PTA at all district or state functions when invited, or assign an alternative.
15. Appoint chairman of standing committees {if by-law directed} or have agenda time to do so at executive meeting.
16. Coordinate the work of officers and committees so that the goals of the PTA are realized.
17. Prepare a calendar for the year with the executive committee.
18. Make copies of any correspondence or newsletters and distribute such materials to the officers or chairperson of committee as appropriate.
19. Call executive committee meetings as directed by the bylaws, as necessary, or when requested by a majority of the executive committee.
20. Call special meetings of the executive committee. Board or general memberships when necessary or when requested to do so by appropriate groups, as stated in the by-laws.
21. Share all National PTA, NJPTA, and County PTA mailings and other information with all local PTA members, especially the chairmen.
22. Notify the County PTA and NJPTA of any change of address.
23. Complete the report forms from NJPTA of County PTA in a timely fashion. Return the NJPTA form for change of officers immediately following elections, or ensure that the secretary does no.
24. Be ex-officio members of all committees, except the nominating and auditing committees.
25. Sign all contracts for the association as President.
26. Is responsible for review, approving and signing standing rules.
27. Complaints to the PTA president about school personnel should be referred to the principal or the superintendent.
28. Submit to recording secretary 14 days prior to general membership meetings any information, reports, issues for the agenda.

29. When chairmen meet with administrators or staff members in the name of their committee, it is advisable to have the president and vice president. In the nature of multiple vice presidents, it is only necessary to have the 1st Vice President present.
30. The president and principal of the school should be consulted before publicizing PTA activities in the school.
31. President also shall ensure that matters of a personal nature should be discussed privately as well as not be offensive, morally/ethically against the PTA bylaws and/or standing rules.

Joyce Kilmer Elementary School

PTA Standing Rules		
Rule: PTA Funds	SECTION	PAGE 1 of 1
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Policy: While the official mission of the PTA bears no mention of fundraising, funds are needed to carry out the local PTA's yearly activities as listed in their budget. To describe the allocation of funds raised by Joyce Kilmer PTA. PTA is an educational, not a fundraising organizations. .

Procedure:

1. PTA will begin each new year with specific goals in mind before determining the dollar amount needed from a fundraising event. Once a fundraising project has been thoroughly considered, it must be presented to the members as a general membership meeting for a vote to approve the event.
2. The following areas are to be followed for any fundraising project sponsored by the PTA.
 - a. Children and youth should not be exploited.
 - b. Children and youth should not sell or go door to door for PTA.
 - c. Children and youth should no be used to collect money for PTA.
 - d. Children and youth should not be offered prize incentives, which have been known to cause needless competition among students and encourage inappropriate, unsafe selling tactics.
3. Before approving proposals for material aid to the school or community, the PTA should determine if the proposed equipment or service is actually a public responsibility.
4. PTA's may initiate and operate new services until their value has been demonstrated and public agencies take them over. (school district)
5. In emergencies PTA may provide for the pressing needs of children while they work to arouse the public to its obligations. Such action would need the full sanction of school authorities.
6. PTA funds should always be used for PTA work. PTA shall not raise money for PTA activities then allow that money to be diverted to other channels (charity, other organizations).
7. The usual functions for which money must be budgeted by the PTA to carry on the years activities are as follows:
 - a. Administration- Necessary expense of the officers of the associations, records books, postage, telephone, stationery, copying and office supplies.
 - b. Committee Activities and Programs: Speakers' expenses, media rentals, telephone expenses, etc. This should be the primary focus for parent education as our primary business.
 - c. PTA Newsletter
 - d. Publications and Educational Materials: Subscriptions, such as National PTA's Our Children, and the New Jersey Parent-Teacher Bulletin.
 - e. Leadership Training: Participation in county council, NJPTA and National PTA workshops, conferences and conventions by payment of delegates' expenses.
 - f. Contributions: New Jersey State PTA Founders Day programs, and NJ PTA Building and Site Fund.
 - g. Hospitality: A time to meet members, exchange ideas, and generate a feeling of belonging while working toward the same cause.

- h. Special Projects: Only projects approved by the executive board and membership that comply with the outline description of fund distribution.

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PTA Standing Rules		
Rule: PTA Purpose	SECTION	PAGE 1 of 1
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Policy: To follow the purpose of the National and Local PTA. These policies and goals are those that will govern each and every level of this PTA. Definition is derived from the NJPTA members' guide.

Process / Definition:

1. To promote the welfare of children and youth in home, school, place of worship and community.
2. To secure adequate laws for the care and protection of children and youth.
3. To bring into closer relationship the home and school, that parents and teachers may cooperate intelligently in the education of children and youth.
4. To develop between educators and the general public such united efforts to secure for all children and youth the highest advantage in physical, mental, social and spiritual education.
5. The organization should be educational. The basic aim is to help parents; teachers and other interested persons gain knowledge of the growth, development and needs of our children.
6. Be non-commercial, nonsectarian and non-partisan. The association shall work with schools to provide quality education for ALL children.
7. Cooperate with other agencies or organizations whose goals are in keeping with the PTA objectives.
8. Support legislation on the basis of issues or principles, not candidates or political parties.
9. PTA is not primarily a money-raising organization. Funds raised should always be used for parent-teacher work. PTA is a non-profit educational association.
10. As part of the local PTA as part of the National PTA, Joyce Kilmer PTA may perform the following but not limited to the following:
 - a. Attend National Convention
 - b. Elect officers

- c. Vote on adoption of PTA resolutions and bylaws
- d. Apply for National PTA grants on specific issues
- e. Participate in any of the National PTA project for which kits are provided.

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PTA Standing Rules		
Rule: Public Information Representative	SECTION	PAGE 1 of 1
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Policy: To define the role of the Public Information Representative

Procedure:

1. Be a member of PTA in good standing.
2. Attend leadership training when offered.
3. Review PTA'S bylaws and standing rules.
4. Be knowledgeable of other PTA publications that promote and educate members about PTA.
5. Plan, organize and manage all advertising and public information efforts associated with Joyce Kilmer PTA.
6. The public information may include:
 - a. Web Page
 - b. Bulletin Board
 - c. Take Home Flyers
 - d. Joyce Voice Newsletter
 - e. Joyce Kilmer School/Family Directory
7. Work closely with all school committee chairs to ensure information is sent out timely.
8. Communications whether written, web, or verbal will maintain the guideline of the Flyer standing rule as well as the ethic, morality and confidentiality standing rule.
9. Ensure the content of web based chat rooms are within the confines of bylaws, standing rules for Joyce Kilmer PTA. In the event it is discovered that the web- chat rooms are not promoting the vision/mission of this PTA, the chat room will be disbanded in accordance with the district's policy.
10. Make recommendations to the board regarding public information.
11. Provide support for executive committee so that a good flow of communication remains between schools, families, PTA.
12. Prepare monthly written report/summary of activity and maintain those records.
13. Attend and report at all general and board meetings.
14. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Upon tendering the binder for this position by the president, it is at that time that the position is considered vacant.
 - d. Once a post is vacated, the opening will be posted on the web, Joyce Voice, or flyers as to the vacated position

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PTA Standing Rules		
Rule: Recording Secretary Role	SECTION	PAGE 1 of 2
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Policy: To have definition of the duties of Recording Secretary

Purpose / Definition:

1. Record minutes at executive committee, executive board and general membership meetings in accordance with NJPTA Secretary's Guide, and as stated in the bylaws.
2. Assist the president with preparing the agenda.
3. Keep minutes in a bound book.
4. Attend leadership training when offered.
5. Review PTA'S bylaws.
6. Review the past secretaries' records (procedure book).
7. Be knowledgeable of other PTA publications that promote and educate members about PTA.
8. Attend all meetings of the Executive Board and Committee to record the minutes.
9. Work with the Membership Chairman in maintaining the membership list.
10. File official reports of the association with the New Jersey PTA and other required agencies.
11. Maintain a procedure book.
12. Have minutes stipulating the beginning and ending dates, with numbered pages.
13. Finalize the procedure book for the year, and make recommendations for the upcoming year.
14. When leaving the office / position, ensure that the new secretary receives your information.
15. Send names and addresses of the elected officers to the NJPTA and County PTA immediately following the elections.
16. File the proper report each year even if there are no changes to the officers.
17. 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.}
18. Responsible for bringing the following items to each meeting:
 - a. A copy of the current NJPTA-approved, local PTA bylaws and these standing rules.
 - b. A list of all members of the PTA
 - c. An agenda
 - d. The minutes of the previous meeting, including the treasurer's report
 - e. The list of unfinished business
 - f. The list of all committees, their chairmen and membership
 - g. Any committee information, minutes, or flyers for distribution.
19. Obtain and keep copies of all executive committee-meeting minutes.
20. Obtain and keep copies of all committee-meeting minutes. Record the date received and any action taken. The report can be attached to the official minutes of executive committee or membership meeting..
21. Maintain minutes of all executive board and committee meeting minutes.
22. Recording secretary is also responsible for obtaining and keeping attendance at all general membership meeting, executive board, and committee meetings.
23. At general membership meetings, give the report of all action taken by the executive committee/board. This is your executive board report.
24. Responsible for typing and distributing meeting agenda to the board 5 days prior to the membership meeting.
25. Documentation of meeting minutes in any format must be typed if handwriting is not legible.

26. In the event of minutes being handwritten, this must be done neatly, legibly and done in permanent ink. No pencils or erasable pens are allowed.
27. Minutes from all meetings and committees shall be made available by the recording secretary when requested by other officers, members of the PTA or State / Local PTA.
28. Prepare the minutes as soon as possible after a meeting. Forward a copy to the president. On the president's copy, highlight any unfinished business. This will assist the president in preparing his/her agenda for the next meeting. By forwarding a copy of the minutes, the president will have a copy on hand if you are unable to attend the next meeting of the association. No meeting should go without the minutes being read and approved. All members of the executive committee/board should receive written copies of the minutes for their procedure books.
29. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Once a post is vacated, the opening will be posted on the web, Joyce Voice, flyers as to the vacated position.

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PTA Standing Rules		
Rule: Recording Minutes	SECTION	PAGE 1 of 1
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Policy: Outline for general recording minutes

Procedure / Definition:

1. Kind of meeting – executive committee, executive board, general membership committee and special committee.
2. Name of group.
3. Date, time, and place of the meeting (if not always the same)
4. Name of the officer and/or chairperson who calls the meeting to order.
5. Members in attendance (at executive committee, board meetings, or general membership meetings).
6. Whether minutes of previous meeting were approved as read or mailed or as corrected, or whether reading them was dispensed with and why (only if members have copies). Corrections and approval of minutes are usually handled by general (unanimous) consent.
7. Minutes of a special meeting are approved at the next general meeting. A special meeting does not approve minutes.
8. Treasurer’s report
9. Correspondence
10. Reports of officers, the executive committee, standing and special committees.
11. A separate paragraph for each subject matter.
12. Minutes should contain mainly a record of the report in summation of what was done and should never reflect the secretary’s opinion. These documents are considered a legal document and can be subpoena in court of law. Minutes should reflect a summation and have enough detail in the event it needs to be referred to at another time.
13. Exact wording of all motions or recommendations made and seconded.
 - a. Record the name of the member who made the motion but not the one who seconded the motion.
 - b. The results of the vote- whether carried or lost.
 - c. Motions that have been withdrawn do not appear in minutes.
14. All points of order and appeals, whether sustained or not together with reason given by the chair for his or her ruling.
15. When a count is taken or a vote is by ballot, the number of votes on each side is recorded.
16. In the general membership meeting a program topic, type of presentation, and names of participants, important points covered.
17. Further business – announcements- good of the order.
18. Time of adjournment
19. Should be signed by the secretary and dated. Do not use “Respectfully submitted”. This is an outdated practice.
20. When minutes are approved, the statement “Accepted as written or accepted as amended” and contain the secretary’s initials and date should be written below them.

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PTA Standing Rules		
Rule: Record Retention	SECTION	PAGE 1 of 2
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Purpose:

To define the length of time records need to be kept, the manner in which they are to be passed down when officers change. These standards for keeping documents are per the NJPTA guidelines.

Policy / Definition:

1. The records may include but are not limited to the following:
 - a. Officer Binders
 - b. Correspondence
 - c. Meeting minutes
 - d. Agendas
 - e. Reports from committees
 - f. Recording/ Corresponding Secretary's procedure book
 - g. Receipts
 - h. Federal, state forms
 - i. Audit Reports
 - j. Canceled checks
 - k. Petty Cash Records
2. Officer binders shall be passed down to the incoming officer at his/her end of term.
 - a. This previous information shall be kept for 1 year from time of passing down the information.
3. Meeting minutes, agenda from general membership meeting as well as committee minutes shall be kept for a minimum of 5 years in the event of legal action.
4. Recording / corresponding secretary's procedure book shall remain intact and passed down to the incoming secretaries and added to thusly with new information, updates
5. The following records are permanently kept and should be maintained in appropriate manner and in a secured location.
 - a. IRS Letter of determination
 - b. Federal employer identification number
 - c. State charitable registration number
 - d. State tax exempt form number (ST-5 Form)
 - e. Copies of 990's
 - f. Copies of CRI
 - g. Any other tax information that is required to be file either State or Federal
 - h. Audit Reports
6. The following records are kept and should be maintained in appropriate manner and in a secured location. These documents / records should be kept for a minimum of 7 years.
 - a. Cash receipt records
 - b. Bank deposits
 - c. Invoices paid

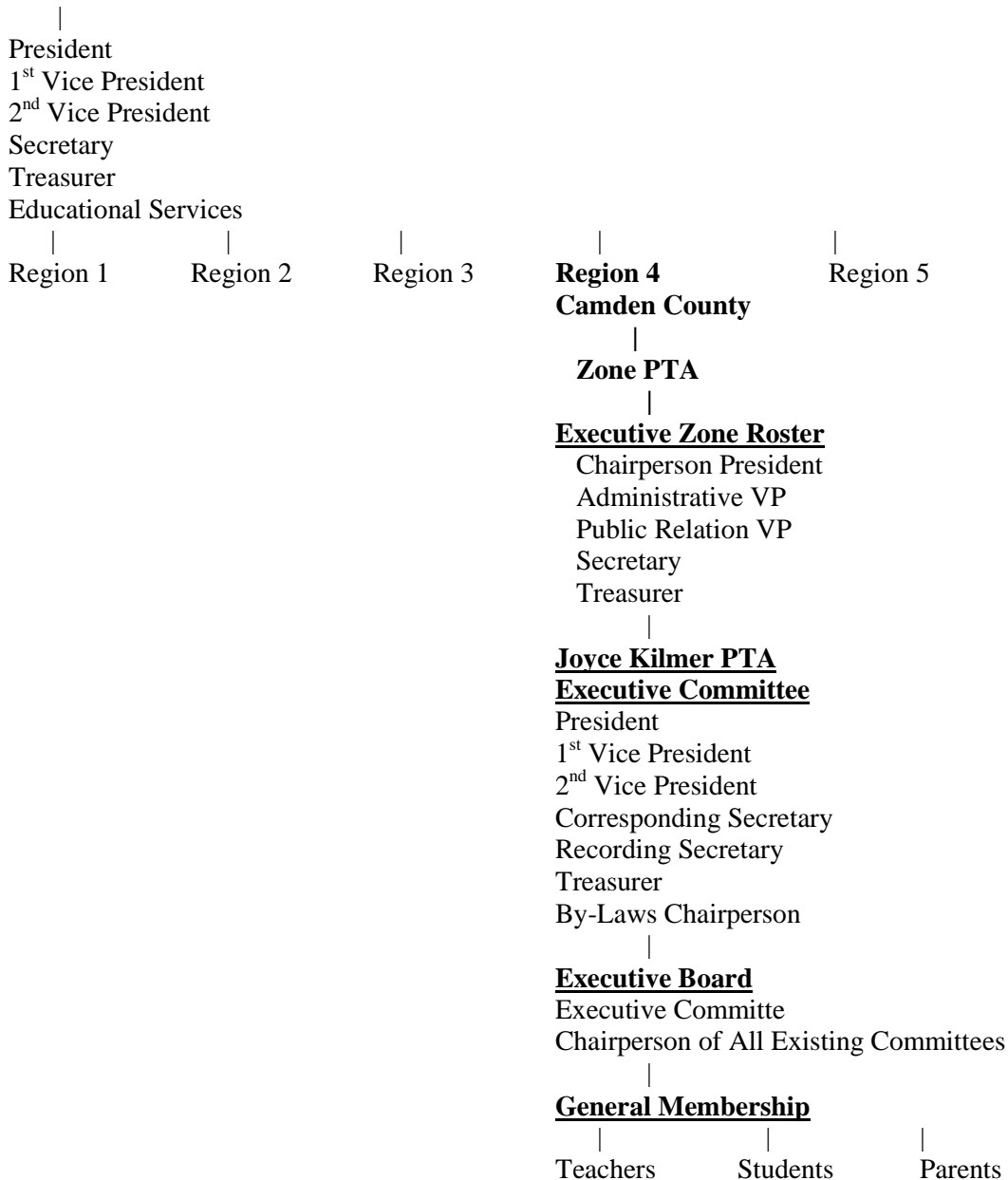
- d. Canceled checks
- 7. The following records are kept and should be maintained in appropriate manner and in a secured location. These documents / records should be kept for a minimum of 3 years
 - a. Correspondence
 - b. Petty cash records

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PTA Standing Rules		
Rule: PTA Organization Chart	SECTION	PAGE 1 of 1
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Policy: Organizational chart that creates a systematic approach to describe the PTA of Joyce Kilmer, State and Local PTA and for reporting purposes.

State Level



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PTA Standing Rules		
Rule: Rules of Conduct for PTA Functions	SECTION	PAGE 1 of 2
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Policy:

The policy is to provide a code of conduct for children, parents, and members.

The Cherry Hill Schools in conjunction with PTA parents developed this guide as a means to strengthen our community of learners. This guide describes the basic expectations for behavior, as well as the rules and consequences of PTA sponsored activities. This policy consists of the members' right and responsibilities, followed by school rules and guidelines for behavior at PTA functions.

This policy is adapted from the NJPTA codes of conduct as well as the Joyce Kilmer Handbook for families

Definitions / Process:

1. Members have the right to be treated with compassion and respect. They have the responsibility to be respectful of and sensitive to the feelings of others.
2. Members have the right to be themselves. They have the responsibility to treat each other with fairness, courtesy and respect, because each is different from the other and each is special.
3. Members have the right to be safe; physically and emotionally. They have the responsibility to maintain the safety of others.
4. Members have the right to be heard. They have the responsibility to listen to the ideas of others and to communicate calmly and clearly.
5. Members have the right to expect that personal and communal property will be safe and secure. They have the responsibility to respect the school building, school equipment, other members' property and their own personal belongings.
6. Members have the right to learn about themselves. They may express their feelings and opinions appropriately without being interrupted. They have the responsibility to respect the feelings and opinions of others.
7. Signed copy of the Code of Conduct contract must be returned to school prior to a child's participation in after-school or PTA sponsored.
8. School rules and guidelines for behavior at PTA functions are as follows but not limited to:
 - a. Children will keep hands, feet and other objects to themselves.
 - b. Show respect for all adults and other students by their words and actions, and listen carefully to directions when they are given.
 - c. Respect school and personal property
 - d. Not name call, curse, or tease others
 - e. Not engage in activities that may injure others whether intentional or unintentional
 - f. Whenever a student violates any of above listed rules at PTA sponsored functions, he/she becomes subject to disciplinary correction.
 - g. Adults have the right and responsibility of adults attending a PTA function to correct, or to report to the event coordinator, any misbehavior by any student that occurs at those specific PTA events.

- h. Parents/legal guardians attending PTA sponsored functions with their children are expected to assume responsibility for their children's behavior and safety
 - i. Adults who have given corrective action may range from a simple verbal reprimand to suggesting the student be excluded from attending future PTA sponsored functions.
- 9. Consequences shall be as followed unless otherwise deemed inappropriate by the principal, executive board. They are, but not limited to the following:
 - a. First offense occurring at a particular PTA event, the adult may verbally reprimand the child, and reviews the code of conduct with the child.
 - b. Second offense at the same said event, the child may be removed from the situation and temporarily placed under supervision in a time out zone.
 - c. Third offense at the same said event, will place the child in immediate time out zone with supervision.
 - d. Infraction of a sever clause will result in immediately contacting the child's parent/legal guardian. The parent/legal guardian will remove the child from the event when notified of the problem.
- 10. Severe Clause
 - a. Willfully endangering yourself or others.
 - b. Willfully destroying property
 - c. Willful disobedience of adults attending PTA functions
 - d. Any violation of local ordinance or state law
- 11. If a child has developed a history of offenses at various PTA functions or breaks a severe clause, further disciplinary action is possible. This may include but is not limited to the following:
 - a. A meeting with the offending child, his/her parent/legal guardian, the school principal, a PTA representative – preferable the president and another designee
 - b. Joint decision to be made if the child can attend future PTA functions.
 - c. If the parent/guardian fails to attend meeting, then the child will be barred from attending PTA functions until this conference occurs with all for mention parties.

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PTA Standing Rules		
Rule: Secretary Procedure Book	SECTION	PAGE 1 of 1
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Policy: Suggested contents of the procedure book that shall be kept by the Recording Secretary and Corresponding Secretary. This book shall be passed on as an official completes his/ her term.

Procedures / Definition:

1. Name, addresses, and telephone numbers of the following:
 - a. Elected officers of the local PTA and term of office.
 - b. Standing and special committee chairperson and members of the committee (s).
 - c. County council officers and chairperson
 - d. NJPTA President
 - e. National PTA President
 - f. Local Board of Education and terms of office for each member

2. Names of teachers in the school and the grades they teach.
3. Copy of the local PTA bylaws (official copy)
 - a. Local PTA's membership list
 - b. Local PTA's annual budget
 - c. Local PTA's program for the year
 - d. Copies of local PTA'S bulletin or newsletter
 - e. Dates of all local, county and state meetings
 - f. Report of meetings and conference attended.
4. Copy of the following publications:
 - a. New Jersey PTA Handbook
 - b. New Jersey PTA Recording and Corresponding Secretary's Guide
 - c. New Jersey Parent – Teacher Bulletin
 - d. New Jersey PTA Bylaws
 - e. Annual Resources for PTA's – National PTA
 - f. Our Children
 - g. New Jersey PTA Legislative Bulletin
 - h. County Bulletin
 - i. Robert's Rules of Order, Newly Revised

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PTA Standing Rules		
Rule: Standing Rules Chairperson	SECTION	PAGE 1 of 1
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Policy: Description of the job duties, function of the standing rules chairperson.

Procedure:

1. Be elected or appointed, as determined by the local bylaws of Joyce Kilmer PTA.
2. Be in good standing with the Joyce Kilmer PTA.
3. Know and understand the structure of the local PTA board.
4. Attend leadership training when offered.
5. Understand and interpret local PTA bylaws.
6. Take part of the executive committee as well as the board.
7. Attend all general executive committee and executive board meetings.
8. Meet with the standing rules committee to discuss plans for the upcoming year.
9. Present plans of work to the executive board for approval.
10. Prepare a year-end report, and pass it on to the successor.
11. Contact county PTA counterparts when necessary.
12. Work in conjunction with the bylaws chairperson to formulate, amend and review the standing rules.
 - a. This will be done as per the bylaws, standing rules description and NJPTA.
13. Once standing rules are reviewed, amended, approved, have president sign all rules. Distribute new packet of rules to all members of the executive board.
14. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Upon tendering the binder for this position by the president, it is at that time that the position is considered vacant.
 - d. Once a post is vacated, the opening will be posted on the web, Joyce Voice, or flyers as to the vacated position.

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PTA Standing Rules		
Rule: Standing Rules	SECTION	PAGE 1 of 1
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Policy:

Standing rules are the rules an organization uses to administer its affairs under the provisions of its bylaws. A well-organized and efficient PTA should have a written set of procedures for putting its bylaws into effect. Standing rules are more flexible than bylaws and may be changed at any executive board meeting by a majority vote and without previous notice. Standing rules ensure the orderly transfer of duties from one administration to the next.

Procedure:

1. A committee of at least three people, including the chairman, should be appointed to prepare the procedures (standing rules).
2. The committee should include experienced and knowledgeable members of the PTA.
3. If there is a bylaws chairman, this assignment could fall within that chairmanship. Otherwise a past president would be an acceptable choice to chair this committee.
4. Using the bylaws as an outline, the committee should consider each article and formulate instructions for applying the article.
5. The local PTA functions may also be outlined in the standing rules.
6. There should be a complete job description for each officer and chairperson.
7. It is in standing rules, no bylaws that items such as the specific responsibilities of vice-president should appear.
8. Standing rules do not have to go to the general membership for approval.
9. After the committee has finalized the procedures, they are presented to the executive board for approval by a majority vote (half plus one of those present). A quorum, as established in the local PTA bylaws, must be present.
10. After approval, standing rules should be copied and made available to each board member.
11. Standing rules can be amended at any executive board meeting with a majority.
12. Standing rules will be reviewed yearly to ensure they continue to be applicable and to the best interest of the school community, PTA and general membership.

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PTA Standing Rules		
Rule: Terms of Office	SECTION	PAGE 1 of 1
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Policy: Define the length of term served for any Executive Board Official within its elected officials / officers.

Definition:

1. All official officers of the executive board shall be nominated and elective following the rules of the State Bylaws
2. Nomination of these officers shall follow the rules of the Election Committee
3. Any person shall only hold one position on a PTA board.
4. NJPTA does not recognize co-positions for officers, within the board.
5. Executive committee/board meetings, only those listed as serving on the board may vote or make motions as part of their officer duties.
6. Officers that take their position in office shall only serve a maximum of 2 years for their term, with a minimum of a 1-year term.
7. In the event an officer does not want to serve more than 1-year term, the position shall go to the election committee for a new elected official to serve.
8. Any person, who has served as president, shall not take another term as an officer, for a minimum of 2 years. This shall be reconsidered in the event of insufficient candidates for other executive committee offices in which even the past President may hold both positions.
9. Immediate past presidents shall:
 - a. Serve in an advisory capacity but not interfere with the new president's methods.
 - b. Give advice based upon experience, but not impose philosophy on the new administration.
 - c. Act in a helpful manner
 - d. Be part of executive board as honorary position but does not have vote.
10. In the instance where a position is vacated within the first term of service, the Vice President shall fill the position until the President places another candidate in office, or the election committee completes voting.
11. Duties, definition of positions vacant in the executive board/ committee shall be presented to those individuals interested in running for office.

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PTA Standing Rules		
Rule: Treasurer Roles	SECTION	PAGE 1 of 2
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Policy: To define the role of the treasurer for the PTA, distribution of funds, raising and allocating funds ascertained by PTA activities.

Process / Definition:

1. Attend leadership training when offered.
2. Review PTA'S bylaws.
3. Review the past Treasurer's records.
4. Be knowledgeable of other PTA publications that promote and educate members about PTA.
5. Be the authorized custodian of the funds of the association and one of the signatures on the checks written from the PTA account (s).
6. Study carefully all references to dues and finances in the local, state and national bylaws.
7. Keep an accurate and detailed account of all monies received and distributed as permanent records.
8. Receive all monies for all accounts – local, state and national dues, etc.
9. Deposit all monies in a bank approved by the executive board or the association.
10. Sign and pay by check all bills authorized by the president, executive committee/board, or the general membership.
11. Give receipts for money received. **Bonding insurance will not pay out if receipts are not given.**
12. Monies are counted at the time of receipt in front of person giving the money to the treasurer. Both parties are to sign the receipt with acknowledgement of the amount received / given to the Treasurer.
13. Include the following information in the report at executive committee/board meetings and general membership meetings:
 - a. Beginning balance of the general funds and any special funds
 - b. Receipts and disbursements
 - c. Balance on hand of the general funds and any special funds.
14. Keep record of the national and state portions of membership dues separate from the records of the general funds of the PTA.

15. Forward to the NJPTA office, when due (see Article VII, Section 5.e. of bylaws), the state and national portions of membership dues. Dues must be submitted with a completed Dues Payment Schedule form, issued by the NJPTA office.
16. Responsible for ensuring that all documents required by state and national are in order and up to date, with no lapses of valid dates.
17. Work with membership chairman and the secretary to keep an accurate list of PTA members.
18. Preserve all vouchers, receipts, bank statements, and canceled checks, and submit all of these to the auditor or auditing committee.
19. Deliver to the auditor(s) or the committee the checkbook, bank statements, treasurers' books, paid bills, canceled checks, vouchers, budget and minutes of the association meeting.
20. Maintain the tax-exempt number to use when making purchases for PTA. Ensure this number is not given to, or used by, other groups.
21. Any local dues increase requires a bylaws change.
22. Treasurer should ensure that the PTA does not donate to, or raise funds for, other organizations. Exceptions for this should be given very careful consideration as a precedent and must have membership approval.
23. Treasurer's books must be audited annually in accordance with Local PTA Bylaws Article VII, Section 5.
24. Money spent must appear in its budget, which has been adopted by the general membership.
25. Monies moved at executive board meetings should be recorded in the minutes.
26. Items needed by the school should be requested through the school district budget and should not be provided by the PTA
27. Resignation of this position during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Once a post is vacated, the opening will be posted on the web, Joyce Voice, flyers as to the vacated position.

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PTA Standing Rules		
Rule: Volunteer Coordinator	SECTION	PAGE 1 of 1
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Policy: To define the role of Volunteer Coordinator.

Procedure / Definition:

1. Active member of PTA
2. Attend any leadership training as offered by local, state level PTA
3. This role can be a share position between members of PTA
4. Update the flyers that go in welcome packet at the start of the school year to current information
 - a. General volunteer form
 - b. Room parent form
 - c. Directory form
5. Collect flyers and compile information into appropriate jobs that family, parents wish to volunteer for.
6. Distribute information to appropriate chairperson of committees.
7. Send flyer notification out for room parent along with definition of duties of room parents.
8. Obtain class list for each class for the purpose of setting up room parent's packet.
9. Follow the standing order for Liaison/Room parent
10. Set up and promote the Room parent luncheon
11. Collect information for the directory, create and send to print shop for distribution.
12. Work in conjunction with committee chair through out the year for scheduling, obtaining volunteers.
13. Resignation during active term will require a written/formal letter of resignation. This can be done via email or postal mail.
 - a. Resignation shall be given to the president
 - b. Reason for resignation shall remain confidential unless the reason for resignation will affect the membership at large or the executive board in a negative way.
 - c. Upon tendering the binder for this position by the president, it is at that time that the position is considered vacant.
 - d. Once a post is vacated, the opening will be posted on the web, Joyce Voice, or flyers as to the vacated position.

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PTA Standing Rules		
Rule: Ways and Means Committee	SECTION	PAGE 1 of 2
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Policy: To have a definition of the committee, its requirements /expectations of the committee, and chair of said committee.

Process / Definition:

1. There are 2 types of committees for Ways and Means
 - a. Standing – which is a continuous existence
 - b. Special – which dismisses once the task/event is completed which may be as follows
 - i. Book Fairs
 - ii. Secret Shop
 - iii. Carnival
 - iv. Cookie Dough
2. The chairperson of this committee only requirement is to be an active member of Joyce Kilmer PTA.
3. The chairperson’s primary responsibility is to give leadership to the members of the group and stimulate them to their highest capabilities.
4. The chairperson is someone who has the ability to organize the members, activities, working group, and is not necessarily the one who has the most knowledge about the topic at hand, nor the one who does all the work.
5. The chairperson must attend all chairpersons’ meetings.
6. The chairperson as well as the committee must ensure to state in the allotted budgeted funds for their event activity.
 - a. The chairperson is responsible of keeping track of all monies.
 - b. The chairperson is responsible for obtaining a receipt of monies turned in for deposit.
 - c. The monies must be turned in within 7 days of activities/event.
 - d. The use of tax-exempt form must be used for all purchases.
7. The chairperson and this committee are responsible to request/ purchase any and all supplies needed for the activity/event.
8. The chairperson and the committee are responsible for any and all advertising of the event/activity. These advertisements must be within the limitations of the Flyers Standing Rule. This includes, but not limited to the following:
 - a. Announcements in back packs, classrooms for distribution
 - b. Reminder flyers
 - c. Sign up posters,
 - d. Articles for the Joyce’s Voice Newsletter
 - e. Website for display
 - f. Report at all PTA meetings.
9. All committees shall have access to the Joyce’s Voice and the PTA website for the purpose of sole advertising a PTA event/activity and sharing PTA related information.
10. Reports of difference in anticipated budget amounts and actual should be reported to the Executive Board and further more during General Membership meetings.
11. The chairperson and its members of this committee shall follow the rules of conduct of PTA and the Standing Rule for Morals, Ethics, and Confidentiality.

12. The chairperson of this committee must keep the procedure book. Within this book, all copies of flyers, meeting minutes, volunteer information, contracts, and event information etal. This book is to be passed down at term of office to successor or President in the event of termination/resignation of office.
13. Chairperson of this committee as well as volunteers, committee members shall not accept gifts from potential companies of events; if this will bias the judgment or purpose of PTA.
14. This Ways/Means committee in conjunction with the volunteer coordinator shall contact volunteers for events.
 - a. This Ways/Means committee shall keep its own list of volunteers, phone numbers and scheduled times/dates of said volunteers.
 - b. The chairperson of this committee shall also coordinate the class times for students to attend said events. IE: pictures, secret shop and book fair.