

Montague Elementary PTA
Local Unit # 027-688

Standing Rules

Rule 1
Officers

PRESIDENT:

The president shall:

1. Preside at all meetings
2. Call meetings to order on time and proceed with business.
3. Maintain a fair and impartial position at all times.
4. Prepare an agenda for each meeting with assistance of recording secretary.
5. Have a copy of the current NJPTA approved bylaws with him/her at every meeting.
6. Vote when voting is by ballot; in other cases may vote to create or break a tie (do not reflect or show your vote if by voice or hand, just include your vote in count.)
7. File his/her signature at the bank at which the funds are deposited. Sign all checks with treasurer.
8. Represent the PTA at all district or state functions when invited or assign an alternate.
9. Appoint chairmen of standing committees (if bylaw directed) or have agenda time to do so at an executive meeting.
10. Coordinate the work of officers and committees so the goals of the PTA are realized.
11. Prepare calendar for the year with the executive committee.
12. Call executive committee meetings as necessary or when requested by a majority of the executive committee or as directed by bylaws.
13. Call special meetings of the executive committee board, or general membership when necessary or when requested to do so by appropriate groups as stated in bylaws.
14. Share all National PTA, NJPTA and County PTA mailings, and other information with all unit members, especially your chairmen.
15. Notify County PTA and NJPTA of change of address.
16. Complete the report forms from NJPTA or County PTA in a timely fashion. Return the NJPTA form for change of officers immediately following elections, or see that the secretary does so.
17. Be ex-officio member of all committees except the nominating and auditing committees.
18. Sign all contracts for the association as President.
19. Prepare budget with executive committee input.

Treasurer

The treasurer shall:

1. Be custodian of all PTA funds.
2. Prepare a report for monthly meetings, including balance on hand in all accounts at the beginning of period covered by reports, receipts and disbursements in all accounts, total balance on hand on date of report.
3. Keep accurate and detailed account of all monies received and disbursed.
4. Receive all monies for all accounts and give receipts for same.
5. Make no disbursements without proper receipts from board members, chairmen and only for approved expenditures. All disbursements shall be by check.
6. Forward to the NJPTA portions of dues for NJPTA and National PTA indicating the local unit name and local unit number on the report form.
7. Keep a record of national and state portions of dues separate from the record of general funds of the unit.
8. Send check for insurance and other agencies on required filing dates.
9. Include the local unit name and local unit number on all checks submitted to NJPTA and National PTA.
10. Prepare and file the 990 when required.
11. Assist President and Vice President with the budget preparation.
12. Alert executive board to the lines in the budget near depletion as well as those over the budget.
13. File completed new bank forms when necessary.
14. Deposit all funds received to a PTA account within 24-48 hours.
15. Have books, records and receipts prepared for audit at least two weeks prior to the meeting when the audit is due, according to bylaws.
16. Send in copy of audit report to NJPTA.
17. Prepare and file: CRI-300, LGCC
18. Maintain list of names on habitually returned checks, for ISF, contact person, explain and accept cash or money order only.

Corresponding Secretary:

The corresponding Secretary shall:

1. Conduct the correspondence of the association as directed by the President or the executive board.
2. Read the correspondence received.
3. Send notices of executive committee or executive board meetings to membership.
4. Prepare for distribution all notices of general meetings for the membership.
5. Maintain an up the date file of all correspondence.
6. Notify eligible seniors of scholarship opportunity, prepare certificates for winners.

Vice Presidents:

The first Vice President shall:

1. Act as an aide to the President.

2. Preside at meetings when the President is unable to attend.
3. Attend all county or state meetings if the President is unable to do so.
4. Not be ex-officio on committees in the absence of the President.
5. Should a vacancy occur in the office of President, in the designated order, until election takes place, assume duties for the remaining term according to bylaws.
6. Assist the President with development of budget.

The second Vice President shall:

1. Act as aide to the President.
2. Act as chairperson of the Campbell's Soup and Boxtop Committees, assign and oversee said committees.
3. Act as chairperson of the book fair committee, appointing and overseeing said committee.
4. Assist with fundraisers as needed.

Recording Secretary:

The Recording Secretary shall:

1. Record minutes at executive committee, executive board, and general membership meetings, in accordance with the NJPTA Secretary's Guide and as stated in the bylaws.
2. Assist the President in preparing the agenda.
3. Keep the minutes in a bound book.
4. Send names and addresses of the elected officers to NJPTA and the County PTA immediately following elections, even if officers are re-elected.
5. 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.)
6. Bring to each meeting the following:
 - A. Copy of the current NJPTA approved bylaws and these standing rules.
 - B. List of members
 - C. Agenda
 - D. Minutes of previous meeting, including treasurer's report.
 - E. List of unfinished business.
 - F. List of all committees, their chairmen and members.