**Standing Rules for Euclid School PTA**

**Approval Date: March 16, 2023**

1. The name of this PTA is the Euclid School PTA. Its Local PTA number is **18786**.

2. This PTA serves the children in Euclid Elementary School. The address of school is 1 Burton Avenue Hasbrouck Heights, NJ 07604

3. This PTA was granted tax exempt status under section 501(c) (3) of the Internal Revenue Code and was assigned Employer Identification Number (**23-7215675**). A copy of the IRS letter of determination is filed in the legal document file maintained by the president and secretary.

4. The treasurer is the registered agent of the PTA and as such is responsible for filing the appropriate federal Form 990 informational return prior to November 15. Copies of the current and past year’s returns are kept in the legal document file maintained by the president and secretary.

5. This PTA is registered with the New Jersey Division of Consumer Affairs, Charities Registration Section and was assigned a Charities Registration Identification number **0815700**. The treasurer is responsible for filing the annual charities registration renewal form (Form 200/300) by December 31 to avoid penalties. Copies of the current and past year’s filings are kept in the legal document file maintained by the president and secretary.

6. This PTA was incorporated on 5/24/1974 and assigned a New Jersey Corporation ID number **0900018355**. The treasurer is responsible for filing the New Jersey Annual Report form online. The Incorporation ID Number is kept in the legal document file maintained by the president and secretary.

7. Per the New Jersey PTA, this PTA will annually complete the New Jersey State PTA Standards of Affiliation agreement in its entirety, and agrees to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

8. Membership in the Euclid School PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of PTA.

9. The dues for the Euclid School PTA shall not exceed $10 per standard individual membership, $20 per premium individual membership, and $10 per staff membership. All paid members may make motions, participate in debate, and vote at PTA membership meetings. Corporate sponsorships can range and be determined by the Board. This PTA can have corporate sponsors that donate but they do not have voting rights.

10. This PTA is part of the Bergen County Council and the dues are $0.25 per member of your local PTA. You can contact Bergen County Council President, Nancy Wallace @ nwallace@njpta.org, for more information on membership.

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

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the Board of Directors. At least five General Membership meetings will be held throughout the year. Meetings are typically held monthly when possible.

Each member will receive notice of the place, date, and time of the meetings not less than five days prior to the date of the meeting. A quorum shall be at least fifteen members must be present to conduct business or double the number of officers plus one.

12. The Board of Directors shall set a calendar of regular board meeting dates and times. Special meetings of the Board of Directors may be called by the president or upon written request of the majority of members of the Board of Directors. Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the Board of Directors at least five days prior to the special meeting. Quorum for board meetings is a majority of the sitting board.

The right to make motions, participate in debate, and vote at PTA Board of Directors’ meetings shall be limited to members of the Board of Directors.

13. The elected officers of this PTA shall be: President, Vice President, Treasurer, Vice President of Membership, Vice President of Fundraising, Corresponding Secretary, and Recording Secretary. Officers shall be elected at a General Membership meeting in May 2023. A term of office shall be 2 years or until a successor is elected. This PTA will review the NJPTA Standards of Affiliation yearly. The Treasurer is responsible for filing required documentation.

14. The specific duties that the officers are responsible for.

Section 1: The president shall preside at all meetings of the Local PTA and of the Board of Directors; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Local PTA or by the Board of Directors; and shall coordinate the work of the officers and committees of this Local PTA in order that the purposes may be promoted.

Section 2. The vice president(s) shall act as aide(s) to the president and shall in their designated order perform the duties of the president in the President's absence or inability to

serve.

Section 3. The recording secretary shall record the minutes of all meetings of the PTA and of the Board of Directors, shall have a copy of the approved Standing Rules, and a membership list available at every meeting, and shall perform such other duties as may be delegated to him/her. The corresponding secretary shall conduct the general correspondence of the association as directed by the president, Board of Directors or this Local PTA. If there is but one secretary, the secretary shall perform all the duties.

Section 4: The treasurer shall:

A. Have custody of all funds of this Local PTA; shall keep an accurate record of receipts and

expenditures; shall pay out local funds in accordance with the approved budget as

authorized by this Local PTA;

B. Be responsible for the maintenance of such books of accounts and records.

C. Will make disbursements as authorized by the President, Board of Directors, or this Local

PTA in accordance with the budget adopted by this Local PTA. Checks and vouchers shall be signed by the president and treasurer. In an emergency, or the unavailability of the president or treasurer, the recording secretary may sign in place of one of the other signatories;

D. The treasurer shall send the annual National and State dues of each individual member of this Local PTA to the State Branch on or before the dates listed in Article V, Section 9;

E. Present a financial statement of accounts at every meeting of the association and at other times when requested by the Board of Directors, and shall make a full report at the annual meeting;

F. The treasurer's accounts shall be reviewed annually or upon change of officers, by an

Internal Audit Committee (Financial Review) of not less than three (3) members who, are satisfied that the Treasurer's Annual Report is correct, shall sign a statement to the facts at the end of the report; and

15. The Board of Directors of this PTA shall consist of the elected officers, the principal of the school, and the chairmen of standing committees to be determined.

16. This PTA will ensure that each officer attend a minimum of one New Jersey PTA approved training during the fiscal year.

17. The Board of Directors shall establish committees. Committee Chairs shall be appointed by the members of the Board of Directors at the time of appointment for a term of one year. Since no other chairs have been appointed – the Board of Directors will only consist of the elected officers. All Committee Chairs must be current members of this PTA. A committee chair may be removed from their position by a majority vote of the Board of Directors.

18. This PTA shall approve an annual operating budget in the Spring for the upcoming year. The General Membership has the authority to reallocate funds budgeted for one purpose to another purpose. The treasurer will submit a monthly financial report to the Board of Directors.

19. The PTA is required to conduct a financial review of its books at the close of the fiscal year. A financial review committee with a minimum of three members appointed by the president and approval of the Board of Directors will perform the financial review. The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review. Members of this committee shall not include the president, the treasurer, or any person authorized to sign on the PTA bank accounts for the period that is being reviewed.

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

21. The PTA’s monthly bank account statements shall be provided to a member appointed by the Board of Directors. This member will be appointed by the board at the beginning of the fiscal year. This member is responsible for reviewing the accounts and shall not be a signer on the accounts. The reviewer shall promptly report to the Board of Directors any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.

22. The President and Treasurer will be the authorized signers of all bank accounts unless there are extenuating circumstances. In such circumstances, the Recording Secretary shall have signing authority. The signers of all bank accounts of this PTA shall be: President and Treasurer. No signers shall be related by marriage, law, or blood, and/or living in the same household. The President and Treasurer should not sign checks made out to themselves and the Recording Secretary should sign and in cases of emergency where one signer shall not be able to sign for a long/indefinite amount of time.

23. All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTA. No authorized signer will sign a check to themself. Two authorized signers must sign all PTA checks.

24. This PTA may send as many voting delegates to the NJPTA Convention as allowed by the NJPTA State Bylaws.

25. NJPTA Honorary Life Membership and NJPTA Meritorious Service Awards may be awarded. The president shall appoint the awards committee, with the approval of the Board of Directors. The awards committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget. Note that a New Jersey PTA Honorary Life Membership recipient may become a voting member of this Local PTA only if they pay dues to this Local PTA.

26. The standing rules of this PTA shall be adopted annually by majority vote at a membership meeting determined by the Board of Directors of the school year. The standing rules may be amended at a membership meeting by a two-thirds (2/3) vote. The adopted standing rules of this PTA must be submitted to NJPTA to be held on file for reference.

27. Members of this PTA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, teachers, PTA members, officers, volunteers, or other individuals that are associated with Euclid School PTA. Criticism of any person shall not be voiced in open meetings. Failure to abide by this policy could lead to revocation of membership.

28. Nomination and Election Procedures

The Nominating Committee's job is to find the most qualified people to fill the Euclid PTA's officer positions. The Nominating Committee consists of 3 PTA members. The Nominating Committee members must be elected at a general membership meeting at least two months prior to the election.

Send the Nomination Request Form to your general membership. This form can be sent in paper form, via email, and can be posted to the PTA website.

After collecting the forms, the Nominating Committee will meet to review the nominations.

The Nominating Committee can contact the nominee for an interview in order to verify their

suitability for the office.

Once the Nominating Committee has chosen the proposed slate, they must obtain, in

writing, consent from the nominee. Once all nominations are confirmed,

as a courtesy, the Nominating Committee can inform the PTA President of the proposed

Slate.

The nominating committee will choose a slate of officers, one person per open position. The nominating committee will present the slate to the general membership at least 30 days before the election to be held at the general membership meeting.

If a member is not chosen for the proposed slate, they may run from the floor at the general meeting. In order to run from the floor, they must submit a letter of intent at least 20 days before

the election meeting. Send the letter to the PTA president, recording secretary and the

nominating committee chairman at hheuclidschoolpta@gmail.com.

The Election of Officers must be conducted at the April, May or June general meeting. Newly elected officers do not take office until July 1 of their election year. All outgoing officers shall deliver to their successors all official material not later than ten (10) days following the conclusion of their term or in case of resignation.

A quorum must be present in order to conduct a legitimate election. Your PTA's quorum is stated

A majority vote is required to determine the winner.

If the slate is running unopposed, which means there are no nominees running from the

floor, the President can call for a voice vote, by saying all those in favor of the nominee

say 'aye' and all opposed say 'nay'.

PTA does not recognize absentee votes or proxy voting. A member must be physically present at the election in order to vote.

If there is more than one nominee for an office, a ballot vote must be taken.

**Eligibility:**

• Nominees must be a paid member of this PTA for at least 30 days prior to the election and must be at least 21 years old.

• A member may not serve more than two consecutive terms in the same office.

• Nominating committee members may be nominated for office.

• Nominating Committee members may nominate themselves or somebody they know.

• Executive Board members may ask members to serve on the Nominating Committee.

A person who has served more than one-half of a term shall be deemed to have served a full term, in such office. No person shall hold more than one office at a time

Vacancies: In the event of the resignation or death of the President, the Board of Directors shall elect a president from among those who have served or are serving on the board. Other vacancies shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

29. The Duties of the Executive Committee are:

1. To create standing committees until Board of Directors established.
2. To elect/appoint the chairmen of the standing committees until Board of Directors established. The Executive Committee appoints the initial chairmen of standing committees. Any unfilled chairman positions after would be appointed by Board of Directors.
3. Meet in emergency situations to direct inter-association difficulties.
4. To approve the plans of work of the standing committees.
5. To present a report at all regular meetings of this Local PTA.
6. To accept and submit to this Local PTA for adoption a budget for the fiscal year.
7. To approve routine bills within the limits of the budget.

30. Standing Committees and Special Committees

Section 1. Only members of this PTA shall be eligible to serve as chairmen or members of committees.

Section 2. Such standing committees shall be created by the Board of Directors as may be required to promote the Objects and interests of this Local PTA. The chairmen of the standing committees shall be elected/appointed by the Executive Board and their terms shall be for one (1) year.

Section 3. The chairmen of all standing committees shall present plans of work to the Board of Directors for approval, and no committee work shall be undertaken without the approval of the Board of Directors. Failure to seek approval or insubordination could lead to removal from the committee.

Section 4. Special committees shall be appointed by the president, Executive Committee or this PTA as deemed necessary to carry on the work of this PTA.

Note: Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

**PTA Events & Fundraiser General Outline:**

**Snack Sale**

Starting first week of school, Weather permitting

Every Friday at dismissal in the playground

Must coordinate with the main office for tables and announcements.

Everything is donated.

Allergy friendly snacks

All individually wrapped.

**Mum Sale**

September

Order form goes out second week of school

Delivery end of the month

Red yellow orange

Place order with the nursery set up delivery and parent pick up

If parents do not pick up contact them to arrange pick up

We have used Stone Brook Nursery in Saddle Brook

5.25/mum sold for $10

**Believe Kids**

September, can be completed outside of school hours

Count out packers for amount of students in each class

Place in teachers mailboxes

Place order for physical orders.

Sort and help with pick up

**Scholastic Book Fair**

Fall/Spring

Organizes Set up/clean up, Pick up of books

Set up is after school

Distribute flyers to homerooms

Assist children in shopping,

**Halloween window Painting**

Ask local businesses to use their windows

Paint boxes on windows with numbers

Obtain permission slips from parents for children to participate

Assign students numbers

Mix paint

Distribute paint

Coordinate with CC & Lincoln

**Class Parties**

Coordinate with the parents who volunteered to bring in treats

Send out sign up genius

**Monster Mash**

Friday before Halloween

Halloween costume party

Two sessions k-3 4-5

Send out/collect permission slips/contact info

Set up/clean up set up begins at dismissal

Snacks

Gather decorations

Plan games

Prizes

DJ

Prizes

Have a meeting before the event to give volunteers info

Assign jobs to volunteers

Sign in/out table

**Grams**

Boo - October

Grinch - December

Valentines - February

Collect orders from Bin and make baggies for students

Donations can be dropped off at your house

**Holiday Gift Shop**

December

Set up displays, decorations and items

Restock throughout the event

Order more when inventory is low

Sort and Distribute flyers to homerooms

Help the students shop and keep them on budget

**Gertrude Hawk**

Coordinates with the company/rep

Sorts flyers for homerooms

Distributes flyers to homerooms

Tally orders

Distribute orders

Talent Show - pending

Science Fair - pending

**Teacher Appreciation Week**

Themed week to show our appreciation to our teachers

Set up breakfasts, lunches, snacks, coffee, Plan Prizes

Collect Gift Cards and donations to make baskets

 **Teacher Luncheon**

 Thursday of teacher appreciation week

 At the VFW 11-130

 Contact and coordinate with the caterer,

 Check for food allergies diet restrictions of teachers

 Set up decorations & clean up

Food needs to be set up by 1140 teachers arrive around 1145

Bring back any leftovers to the school

**Field Day**

Order forms for Tees

Distribute tees

Organized setup/clean up of concession stand

Organizes donations

Refreshments

Cleaning products

**Kindergarten Orientation**

Sell spirit wear

Hand out goodie bag to kids

Answer any questions

Get parents to sign up

**5th Grade Events**

**5th Grade Memory Book**

 Create Memory Book

 Responsible for deadlines and creation of pages

 Make sure pictures are being submitted

**5th Grade Picnic**

Set up/clean up

Order obstacle course

 Gym teachers Plan activities

 Support the school Staff

 Coordinates date and rain date

Organizes donations for food, breakfast, lunch, snacks, drinks

Scheduling volunteers to assist at event

**5th Grade Carnival**

 Send out invitations

Set up/clean up

 Picka date

 Gather donations, $, prizes, food

 Held in the Gym 5-7

 Plans games, prizes, entertainment, snacks

 Organizes volunteers for games, snacks, bathroom watch

**5th Grade Promotion**

 At MS auditorium 10am

 Coordinates refreshments with younger parents

 Younger parents to volunteer hanging out refreshments

**5th Grade Breakfast**

 Coordinate breakfast the friday after Promotion to receive their Memory Books

 Gathers donations for breakfast

 Set up & Clean up