

# **LINCROFT PTA STANDING RULES 2024 - 2025**

**To be approved at first public PTA meeting in Sept 2024**

## **1. Name and Identity**

The name of this PTA is Lincroft PTA Its Local PTA number is 018863.

## **2. PTA School(s)**

This PTA serves the children in the Lincroft Elementary school.

## **3. Tax-exempt Status**

This PTA was granted tax exempt status under section 501(c) (3) of the Internal Revenue Code and was assigned Employer Identification Number (EIN) number 23-7212199. A copy of the IRS letter of determination is held by the Treasurer.

## **4. IRS Annual Filing**

The treasurer is responsible for filing the appropriate federal Form 990 informational return prior to November 15. Copies of the current and past year's returns are documented in the PTA, online Google drive with hard copies held by the Treasurer. Documents are held permanently as per NJ PTA Records Retention Timetable.

## **5. New Jersey Annual Charities Registration Filing**

This PTA is registered with the New Jersey Division Consumer of Affairs, Charities Registration Section and was assigned a Charities Registration Identification number CH1531500. The treasurer is responsible for filing the annual charities registration renewal form (Form 300) by December 31 to avoid penalties. Copies of the current and past year's filings are held by the Treasurer.

## **6. Incorporation Annual Filing**

This PTA was incorporated in February 1976 and assigned a New Jersey Corporation ID number 0100012118. The treasurer is responsible for filing the New Jersey Annual Report form online. The Incorporation ID Number is kept in the legal document file maintained by the president and secretary.

## **7. Standards of Affiliation**

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

This PTA will review the NJPTA Standards of Affiliation yearly.

The Treasurer is responsible for ensuring the required documentation is filed for the 24-25 school year.

## **8. Membership**

Membership in Lincroft 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. Membership runs from July 1st through June 30th.

## **9. Membership Dues**

The dues for Lincroft PTA shall not exceed \$24.00 per Family membership, \$24.00 per Community Member membership and \$5.00 per teacher/staff membership. All paid members may make motions, participate in debate, and vote at PTA membership meetings. The Treasurer is responsible for submitting payment of NJ State Dues. by the 15th of each month beginning August 15th.

## **10. Council Dues**

Not Applicable to Lincroft PTA.

**11. General Membership Meetings and Quorum**

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. The NJPTA standard bylaws require at least **three** General Membership meetings during the year.

Members will receive a notice of the place, date, and time of the meetings not less than five days prior to the date of the meeting. For the 2024-2024 school year, a quorum of at least **10** members must be present to conduct business. (Note: A quorum is the sum of ((Executive Board members x2) +1), or a min of 10)

**12. Board of Directors**

The Lincroft PTA Board of Directors will consist of the Executive Board (i.e. Elected positions) and Committee Chair (Appointed) positions.

**12.1 Executive Board**

The Executive Board will consist of 4 elected, officer positions; President, Vice President, Treasurer and Recording Secretary.

Officers shall be elected at a General Membership meeting. For all positions, except President, the term will be 2 years with the ability to serve a maximum of 2 terms. The term of the President is also 2 years but restricted to serving only 1 term.

Elections will take place biennially (every two years), in the even year (e.g. 2024, 2026, etc.). If an Executive position becomes available in a non-voting year, the President and/or Executive Board may directly appoint a replacement. The replacement will serve until the next election.

The elected officers of the 2024-2025 PTA shall be:

- President                                 Marisa Quick
- Vice President                         Danielle Minervini
- Treasurer                               Julia Kiehl
- Recording Secretary                 Autumn Crisp

## **12.2 Committee Chairs**

All Committee Chairs must be current members of this PTA. A committee chair may be removed from their position by a vote of the Executive Board.

Chair positions are directly assigned, or removed, by vote of the Executive Board. The Executive Board may solicit member volunteers interested in serving. Positions include Fundraising, Events & Programs, Marketing & Communications, Beatification / Hospitality / Sunshine.

Position term is 1 year with no limit on the ability to serve multiple terms. Committee Chair positions can be assisted by member volunteers interested in serving in a Coordinator capacity. These coordinators will help to carry out all necessary activities and will report directly to the Chair.

The Committee Chairs of the 2024-2025 PTA shall be:

Events & Programs	Lindsey Micelli & Lauren Netska
Fundraising	Liz Gerace & Holly Rohlf
Hospitality	Responsibilities to be split among existing board members

## **12.3 Board Meetings**

The Board of Directors shall set a calendar of regular board meeting dates and times. Special meetings 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 at least five days prior to the special meeting. Quorum for board meetings is a majority of the sitting board. The NJPTA standard bylaws require at least **10** Board of Directors meetings during the year.

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. Nominating Committee (Elections & Duties)**

### **13.1 Election of Nominating Committee**

A Nominating Committee must be elected at a General Membership meeting in the December preceding an election year (i.e. Dec 2025 for 2026 election). At least three members (must be an odd number) and one alternate shall be elected to the Nominating Committee. Any current member, excluding the current PTA President

and President-Elect (if applicable), is eligible to serve on the Nominating Committee. The first member elected shall call the committee together. The Committee shall elect its Chair at the first Meeting.

### **13.2 Duties of the Nominating Committee**

A. The Nominating Committee will solicit from the General Membership, via any communication process available for this PTA's use, nominees for the open Officer positions.

B. The Nominating Committee will evaluate all possible nominees and will choose one qualified nominee for each officer position. (Nominating Committee members can be considered for nomination.)

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C. The Nominating Committee must obtain written consent from all nominees.

D. All nominees must be members of this PTA at the time of written consent to their nomination.

E. When the slate is confirmed, the Nominating Committee, as a courtesy, will inform the PTA President of the slate.

F. The Nominating Committee must inform the General Membership of the slate and instruct the General Membership on running from the floor. The Nominating Committee must send out this information at least 30 days before the General Membership meeting at which the election will be held.

G. Members who wish to run from the floor must submit a letter of intent to run at least 20 calendar days before the election meeting. The letter must be submitted to the President, Secretary, and Nominating Committee Chair.

H. When the slate is unopposed, the election will be by a voice vote. When there is a contested election, a ballot vote will be taken. A majority vote is required for the election.

## **14. Executive and Chair Committee Duties**

### ***President***

- Leads the PTA towards specific goals for the year helps set a vision for PTA
- Presides over all PTA meetings (i.e. General member, Executive Board, Board of Directors)
- Coordinates the work of all Officers & Committee Chairs of the PTA
- Communicates with the PTA on all events and needs for the school (teachers & students)
- Attend monthly Board of Ed meetings
- Attend PTA Executive and Board of Director meetings
- Attend Public Member meetings
- Coordinates annual welcome packets & introductions
- Meets with Treasurer & Principal to establish budget goals for the following fiscal year
- Assist in Monitor PTA Facebook group
- Recruit Chairs and member volunteers for Committees

### ***Vice President***

- Maintains overall responsibility for Fundraising activities which includes oversight of the Fundraising Committee Chair(s)
- Communicates with the PTA President on all events and needs related to fundraising
- Meet regularly with fundraising chair and committee members to discuss and implement all fundraising opportunities
- Attend monthly Board of Ed meetings
- Attend PTA Executive and Board of Director meetings
- Attend Public Member meetings
- Coordinates annual welcome packets & introductions
- Meets with Treasurer to establish Fundraising goals
- Assist in monitoring PTA Facebook group

### ***Treasurer***

- Establish budget committee to develop budget goals for the upcoming fiscal year
- Work with PTA President and other board members to establish and monitor overall PTA budget and individual committee budgets
- Prepare and update monthly budget to actual reports
- Attend PTA Executive and Board of Director meetings
- Attend Public Member meetings
- Prepare and present Treasurer's Update Report at PTA public meetings
- Coordinate with tax preparer to ensure timely and accurate preparation of the PTA annual tax returns (Forms 990).
- Ensure timely payment of state registration fees (annual report, CRI-300 fee, NJ PTA membership fee)

- Oversee all financial aspects of the PTA membership drive in Memberhub, including payment of NJ PTA dues
- Make bank deposits
- Pay bills and expense reimbursements
- Monitor bank activity
- Maintain books and records, ensuring proper documentation is received for all disbursements.
- Prepare monthly bank reconciliation
- Coordinate and oversee annual audit of PTA books

### ***Recording Secretary***

- Manage PTA membership including annual fall membership drive via MemberHub (PTA membership software)
- Set up PTA membership drive link in Memberhub
- Work with PTA Treasurer to ensure dues are paid and received
- Attend PTA Executive and Board of Director meetings
- Attend General Member (aka Public) meetings
- Keep an accurate account of action taken at all meetings, including public member meetings, Board of Directors Meetings and Executive Board Meetings.
- For in-person meetings: Confirm & book room space, AV equipment, tables & chairs, etc.
- Gather items for the agenda before the meeting (both board & general meetings); Share agenda prior to meeting
- When appropriate/needed, take attendance at meetings and/or provide attendance sheet for sign-in at in-person meetings
- Distribute the minutes to the Board of Directors within 30 days after the meeting.
- Prepare & publish meeting notes on PTA website
- Create weekly e-blast to PTA email list with updates and announcements
- Monitor PTA email inbox, responding promptly to posts and inquiries
- Assist President with PTA paperwork needs (By-Laws, State Forms, etc.)
- Manage PTA website and calendar. Ensure all information and events are current. Update/edit site as needed.
- Add posts, pictures, and information to Social Media (e.g. Facebook and Instagram) with an eye toward keeping everyone informed about PTA related activities and events
- Monitor PTA Facebook group/ Instagram

### ***Events & Programs Coordinator***

- Oversee all non-fundraising PTA programs and special events. These include but are not limited to: Assemblies, Family Fun events, STEM/BrickFest, After-School Clubs, Fun Day, Talent Show, etc.
- Recruits and forms all committees associated with Events and Programs, available to assist as needed. Recruit member volunteers, as needed, to ensure all committees are fully-staffed.
- Attend PTA Board of Director meetings
- Attend Public member PTA meetings
- Hold meetings with the event coordinators and subcommittees as necessary. Ensure committees & events are staying within budget.
- Work with PTA executive team to establish PTA calendar of events
- Work closely with the Secretary to get a PTA events calendar published and distributed to all students and households in a timely fashion and also to coordinate any outreach activities that may be required as part of getting the word out on PTA events
- Work with PTA Treasurer to establish financial budget of all events & programs
- Set event goals for the PTA prior to the school year

### ***Fundraising Coordinator (Co-Chairs)***

- Organize and implement and manage all school fundraising activities.
- Research new fundraising ideas.
- Recruit and form all committees associated with Fundraising events, and be available to assist as needed. Recruit member volunteers, as needed, to ensure all committees are fully-staffed.
- Hold meetings with the fundraising coordinators and subcommittees as necessary.
- Attend PTA Board of Director meetings
- Attend Public member PTA meetings
- Set fundraising goals for the PTA prior to the school year.
- Meet with the Treasurer and Vice President regularly to discuss budgetary needs & goals.
- Reach out to possible school sponsors and collect donations.
- Coordinate fundraising communications with Marketing & Communications Chair to ensure that adequate parental involvement is sought for fundraising events as needed.

## **Hospitality (Responsibilities to be shared by Board members)**

- Facilitate staff appreciation events
- Arrange for the refreshments for PTA sponsored events ( welcome back breakfast, Back to School night, PTA Meetings)
- Update school school billboard with recent events
- Welcome new families to the school when they join mid-year
- Sunshine gifts to teachers to recognize important life events (wedding, new baby, etc)
- Recruit member volunteers, as needed, for completion of activities such as updating of school billboard and grounds beautification

## **15. Training Requirements**

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

## **16. Budget and Monthly Financial Reports**

This PTA shall approve an annual operating budget in the fall of each 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.

## **17. Financial Review**

The PTA is required to conduct a financial review of its books at the close of the fiscal year. (June 30). A financial review committee with a minimum of three members appointed by the president and approved by the Board of Directors will perform the financial review. The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.

Members of this committee shall not include the president, the treasurer, any person authorized to sign on the PTA bank accounts for the period that is being reviewed, any individuals related by marriage or blood to the authorized signers, or any individuals living in the households of the authorized signers.

## **18. Bank Account**

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

## **19. Independent Review of Bank Statements**

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

## **20. Bank Account Signers**

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

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

## **21. Payments and Reimbursements**

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 15 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.

In situations where cash is needed (e.g. event / fundraising start-up cash, cash gratuity, etc), it is acceptable for the Treasurer to write a check to themselves, but the authorized signer must be either the President or Vice President. When possible, two authorized signers should sign all PTA checks.

## **21. Voting Delegates**

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

## **22. Awards**

NJPTA Honorary Life Membership and NJPTA Meritorious Service Awards may be awarded. The president shall appoint the awards committee, with the approval of the Board of Directors. The awards committee will determine the number of award

recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget. A NJPTA Honorary Life Membership recipient may become a voting member of this Local PTA only if they pay dues to this Local PTA.

### **23. Standing Rules (Adoption/Amendments)**

The standing rules of this PTA shall be adopted annually by majority vote at the first membership meeting of the school year. The standing rules may be amended at a membership meeting by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required. The adopted standing rules of this PTA must be submitted to NJPTA to be held on file for reference.