

**Instructions:** We encourage you to add other items to these standing rules in order that they may serve as an instructional manual for running your PTA. All items including those areas that allow for additional information are required to be in these Standing Rules and cannot be changed or altered in any way. Standing Rules should be reviewed and must be approved by this PTA's General Membership annually. The standing rules may be amended at a membership meeting by majority vote if previous notice of the amendment was given. If no previous notice was given, then a two-thirds (2/3) vote is required.

**PLEASE REMEMBER: Local PTA Standing Rules may not conflict with the New Jersey PTA Local PTA Uniform Bylaws, New Jersey PTA Bylaws or National PTA Bylaws.**

## Standing Rules for Woodside Avenue School P.T.A.

**Approved by the General Membership of this PTA on Wednesday, November 12, 2025**

### 1. Name and Identity

The name of this PTA is Woodside Avenue School PTA

Its Local PTA number is 11713 BE-37

### 2. PTA School(s)

This PTA serves the children in the Franklin Lakes Woodside Avenue 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). A copy of the IRS letter of determination is filed in the legal document file maintained by the president and secretary.

The EIN of this PTA is 22-3195926 .

### 4. IRS Annual Filing

The treasurer is responsible for filing the appropriate federal Form 990 informational return prior to **November 15th**. Copies of the current and past year's returns are kept in the legal document file maintained by the president and secretary.

### 5. New Jersey Annual Charities Registration (CRI) Filing

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

The CRI number of this PTA is CHI803800.

## 6. Annual Filing (If PTA is incorporated)

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.

This PTA was incorporated on 4/08/1986 and assigned a New Jersey Corporation ID number 100294144.

## 7. Standards of Affiliation

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

## 8. Membership

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

## 9. Membership Dues

The dues for this PTA shall be \$16.00 per individual adult membership, \$10.00 per staff membership, \$16.00 per student membership and other membership \$16.00 per membership.

*\*Please note that each individual member's dues must equal no less than \$5 per individual to cover the portion due to the state and national PTA. Please remember your Council if you have one, as well.*

All paid members may make motions, participate in debate, and vote at PTA membership meetings.

**10. Council Dues** -The dues for Bergen County Council PTA shall be \$0.25 per Member as stated in the Council Bylaws of the Bergen Council 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 must take place at a General Membership meeting.

General membership meetings are required in order to accomplish the business of the association. A calendar of general membership meetings must be determined by the Board of Directors and must be announced/posted prior to the 1<sup>st</sup> General Membership meeting of the school year. Each member will receive notice of the location, date, and time of all meetings not less than five (5) days prior to the date of the meeting.

**A quorum of at least ten (10) members OR the number of your PTA's officers doubled plus one (1) (whichever is greater) must be present to conduct business.**

This PTA's quorum is 15.

## 12. Board of Directors Meetings

The Board of Directors must 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 location, date, time, and purpose of the meeting shall be sent to each member of the Board of Directors at least five (5) days prior to the special meeting. Quorum for board meetings is a majority of the sitting board.

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

### **13. Elected Officers**

The required elected officers of this PTA are: President, Vice President, Secretary and Treasurer.

Additional Officers or the clarification of their titles are as follows:

[Vice President of Fundraising \(2\)](#)

[Vice President of Programs and Technology](#)

[Corresponding Secretary](#)

[Recording Secretary](#)

Position: **\*There shall only be (1) President and (1) Treasurer of this PTA.**

Officers shall be elected at a General Membership meeting, in the month of May.

A term of office shall be 2 years unless filling in for an officer's remaining term or until a successor is elected.

### **14. Officer Duties**

**In addition to those which are listed in the Local PTA Uniform Bylaws and resources found on the NJPTA Resource Hub, the duties of the officers are as follows:**

The President will: Sign all contracts, invoices and checks. Create agenda items for all meetings. Prepares all PTA and Activity related Documents for Back to School packet for BOE. Maintain NJPTA Required Compliance Records via Givebacks.

Additional duties of the President are: Maintain communication with Board of Education Superintendent and School Principal, to oversee all committees & lunch programs.

The Vice-President(s) will: oversee fundraising activities, technology platforms, lunch programs, before and after school programs and coordinate/plan the annual Volunteer Thank You Reception.

The Secretary(s) will: check and answer all PTA emails, track monthly meetings, create weekly newsletters, & coordinate social media information. The secretaries will prepare Thank you letters for donations made to the PTA. The Recording Secretary will take meeting minutes of all Executive and General Member Meetings.

The Treasurer will: Reimburse all checks, prepare and present financial reports and budget.

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

### **15. Board of Directors**

The Board of Directors of this PTA shall consist of the elected officers and the chairmen of the Standing Committees of this PTA. Each Board member shall provide the Secretary with a minimum of their name, phone number and email address at least 14 days after election or appointment. Each Board member shall prepare and present a written report of activities conducted between the Board and General Membership meetings of the association.

The Standing Committees of this PTA are:

In School Activities

Fundraising

Staff Hospitality

Student Givebacks

5th Grade Committee Liaison

Class Liaison Coordinator

## **16. Training Requirements**

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

## **17. Committees**

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

Committee chairs are responsible for following the procedures set in place by the Franklin Lakes School District for Facility Requests- All forms must be submitted to the President for Authorized signature prior to submission of Facility Applications. A certificate of insurance naming the PTA and/or the Board of Education as additional insured is required for all vendors hired by the PTA.

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

This PTA shall approve an annual operating budget in May 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.

The Executive Board shall have the authority to reallocate unused funds within the current fiscal year's approved budget, provided that:

The total reallocation does not exceed \$2,000; The reallocation does not alter the purpose of any restricted funds; and a report of any such reallocation is presented at the next General Association meeting and recorded in the minutes.

Any reallocation beyond the set threshold must be approved by a vote of the General Members.

## **19. Financial Review**

The PTA is required to conduct a financial review of its books at the close of the fiscal year. (June 30th). A financial review committee with a minimum of three (3) members elected by the Board of Directors will perform the financial review. The report of the committee will be presented at the regularly scheduled General membership meeting immediately following the review.

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

## **20. Bank Account & Bank Account Signers**

This PTA shall establish one or more accounts in financial institutions as determined by the Board of Directors.

There must be three (3) authorized signers on all bank accounts. The President and Treasurer must serve as two of the signers. The third signer must also be an elected officer and will be chosen by the Board of Directors. The third signer will be Corresponding Secretary

\*Signers cannot be related by blood or marriage or reside in the same household. For more information, please refer to the NJPTA Resource Hub at NJPTA.org.

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

The PTA's monthly bank account statements must 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 give them to the treasurer.

## **22. Payments and Reimbursements**

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 30 days of expenditure.

Any requests for reimbursement not submitted prior to the determined date, prior to the end of the school year, will be considered a donation to the general fund of this PTA.

No authorized signer will sign a check to themselves. Two authorized signers must sign all PTA checks.

## **23. Voting Delegates**

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

If this PTA belongs to a council PTA, the number of voting delegates that this PTA may send will be listed in that council PTA's bylaws.

## **24. Awards (optional)**

NJPTA Honorary Life Membership and NJPTA Meritorious Service Awards may be awarded. The number of award recipients will be considered on an annual basis, based on the yearly awards budget.

## **25. 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 amendment 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.

## **26. Policy Review**

This PTA shall maintain policies for the purpose of governing.

The Policies of this PTA are:

**Contract Policy:** No President shall enter into Automatically renewing contracts on the behalf of the PTA.

**Monetary Policy:**

- "Cash Box Counting Sheet" to include a line for the starting cash.
- Venmo payments are not permitted.
- Limit cash collection at events.
- Treasurer to write check to cash with memo: Starting cash for "EVENT NAME"
- Cash must be counted twice and signed by both chairs and sign "Cash Box Counting" Sheet
- Chairs must photograph filled and signed Cash Box Counting Sheet and email to Treasurer (Treasurer@waspta.org) and WAS PTA (info@waspta.org).

**Password Transition:**

All Passwords for executive Board Members are stored on a shared drive on [waspta.org](https://waspta.org) gmail account. Upon transition to a new board on July 1st all new Executive Board members shall be provided with access to the [waspta.org](https://waspta.org) gmail accounts associated with their executive roles by the outgoing Corresponding Secretary or VP of Programs & Technology.

**Vacancy of President or Treasurer Board Positions:**

In the event of a vacancy of the position of president, the Vice President of Fundraising will fill the role until a replacement can be elected.

In the event of a vacancy of Treasurer, the Vice President of Programs and Technology will fill the role until a replacement can be elected.

Transition of Board Members

**27. Collaboration with Other Organizations**

This PTA may collaborate with non-PTA organizations. The PTA will handle only PTA funds and will have in place a written agreement with the other organization to clearly establish whether it is a PTA activity or the other organization's activity. This PTA cannot share its EIN, tax exempt or gaming license or permit.

**28. Code of Conduct and Social Media Use**

Members of this PTA are expected to follow the Volunteer Handbook policies of The Franklin Lakes Public School District.

Members of this PTA shall not in their official role or as a representative of this PTA use social media platforms to insult, target, or post threats of physical or verbal harm towards any individuals, including school administrators and staff, PTA members, volunteers, or other individuals that are associated with The Franklin Lakes Public School District.