

PARAMUS HIGH SCHOOL PTA - Standing Rules

Under Article X of our State Bylaws, the Executive Board and Members of any committees formed must be members of the PTA who remain in good standing and have paid their membership dues. Along with our Bylaws, which are registered with the State PTA, we must have Standing Rules.

The **Standing Rules** outline the procedures that the PTA has adopted to run our organization, they are flexible guidelines used to make sure things are done efficiently and accurately. They can change as needed, by majority vote of the Executive Board. In addition, the Executive Board appoints a Chairperson of the Standing Committee, and that person serves for one year. The President of the PTA is automatically an ex-officio member of all committees except the audit committee.

The Standing Rules outline the responsibilities of each executive member, board of directors, and Project Graduation committee.

SECTION 1: NAME

The name of the organization is the Paramus High School Parent Teacher Association of New Jersey, also referred to as PHS PTA. It has been recognized as a 503(c)(3) Public Charity. Registered in 1973. EIN: 22-32-069414. NJ State Tax Id: TNJ-5-007-9661. Address is 99 East Century Rd, Paramus, New Jersey 07652

SECTION 2: MISSION AND OBJECTIVE

The mission of the PTA is to advocate for the interest of the Paramus High School community. This includes fostering good relations with the administration, teachers, students and parents. The goal is to recognize the value in our community's education, embrace our diversity and always seek opportunities to improve.

The PTA is a 501(c)3 organization that is recognized as a charity and non-profit by the State of New Jersey. In order to maintain the benefits that come as result of this status, we must follow the Bylaws and Standing Rules. We are a private, not-for-profit, equal opportunity professional organization funded by the membership. The Paramus High School PTA files 990 EZ with the IRS every year to maintain our tax-exempt status. [Note: Part of maintaining our status as a non-profit we are not allowed to distribute monies collected to members for any reason].

The PTA does not establish educational policies, nor do we participate in the administration of the school. Instead, we build relationships with the Board of Education, Superintendent and Principal in a united effort to advance the high school experience for our children. As parents, we organize and sponsor projects that contribute to a positive high school experience. We set the example of what community should be for our young adults. Our

objective is to continue to modernize our organization by making logistics simple, eliminating fundraisers and supporting the needs of our community, while we collaborate with our students and teachers and administration.

SECTION 3: MEMBERSHIP

- A. Membership is open to every teacher, parent and/or guardian of any high school students who attends ninth through twelfth grade at Paramus High School. You do not need to pay dues to be a member of the Paramus High School PTA.
- B. To be a Member in **good standing** you must pay membership dues every calendar year and abide by the Bylaws and Standing Rules of our PTA association.
- C. Honorary Member is an honorary designation conferred upon a former member in good standing who has served the PTA with distinction as a former elected officer or chairperson.

SECTION 4: DUES

In order to carry out the objective and mission of the PTA, annual dues shall be collected. Once every year the executive board shall evaluate the needs of the PTA and review the dues schedule. Annual dues are payable on the PTA Memberhub, by Sept 30 of each school year. The memberhub shall be assessable on the PTA website.

SECTION 5: OFFICERS OF THE PTA:

A. EXECUTIVE COMMITTEE:

The executive committee serves the Mission and Objective of the Paramus High School PTA. Officers of the PTA must be a parent or guardian of a Paramus High School Student. They must take care to avoid all real and perceived conflicts of interest. All decisions must be for the benefit and best interest of the PTA and the community it represents, without regard for personal gain or agenda. No part of the PTA business can be used to promote propaganda, political campaigns, or similar plans. Executive Members serve as Officers and their fiduciary duty is to the organization. At all times, they must use good judgment, be diplomatic, inclusive and refrain from all public comments disparaging our PTA, Paramus High School, or persons who serve it, this includes social media comments.

The Executive Committee act as Officers and make appointments of Chairpersons for Project Graduation and any other committee needed. The President serves in the dual role as an Officer and Head of the Board of Directors. All officers on the executive committee must attend every PTA meeting, or be excused for good reason with the permission of the President.

DUTIES AND RESPONSIBILITIES of Officers:

1. **President:** The President of the PTA shall preside over all meeting, functions and events sponsored by the PTA. The President leads each PTA meeting and prepares the Agenda. The President seeks and recommends a Chairperson for each Project Graduation Committee to the Executive Board. The President must also sign all disbursements. The President recruits membership by communicating the mission and objectives of the Paramus High School PTA. It is a 3 year position
2. **1st and 2nd Vice President:** Acts in a capacity to aide the President in all PTA efforts. VPs should help to recruit members and advocate for the Paramus High School community. It is a 2 year position.
3. **Secretary:** Must keep minutes of meetings, and retain a copy for 2 years in a folder accessible to any member who makes a request. Maintain any records of the Association and participate in all board meetings. It is a 3 year position.
4. **Treasurer:** Submit a report of the PTA's banking before all PTA meeting. Must keep a copy of receipts and transactions for 2 years. The treasurer must also oversee the Bank Accounts of each Project Graduation; educate each treasurer in how to keep records in accordance with standard accounting practices (QuickBooks). Assure all paperwork is in order for year-end audit and annual compliance for IRS filing. It is a 3 year position.
5. **Immediate Past President:** This is a *non-voting* volunteer position. This person serves as an advisory role to the president promoting the smooth transition of all PTA business and accounting. It is a one-year position.

B. BOARD MEMBERS OF THE PTA

The Board of Directors consists of the Officers on the executive committee, the school principal and the Chairperson of each Project Graduation. (10 Board Members). The President serves as head of the Board.

Principal of Paramus High School serves on the Board. The principal attends all meetings of the general membership, unless excused. The role is to provide

guidance to the PTA in how best to support the administrators and staff of the High School and to further serve as a liaison between the PTA and the Professional Staff.

C. EXECUTIVE SESSION

Any Officer on the Executive Committee can call a meeting of the executive officers or board at any time. Meetings will be held in private, but any motions will be recorded. Meetings can be in person or virtual, by agreement of the majority.

D. VACANCY:

The President, with the approval of the executive committee, may appoint any member in good standing to fill any vacancy on the Board for the unexpired term of the vacant office. If the President vacates the office either the 1st Vice President or the 2nd Vice President shall become president.

E. TERM LIMITS

The positions of President, Secretary and Treasurer serve for 3 years, the position of Vice President serves for 2 years. A person can hold multiple positions, but never at the same time. For example, you can be VP for 2 years and then President for 3 years. For example, you can be secretary for 3 years and Chairperson for Project Graduation for 4 years. No one person can serve as an officer more than 5 years.

F. COMPENSATION

All Members of the Board serve in a volunteer position. No compensation for their service will be allowed, however a reasonable amount of reimbursement can be allowed for minor expenses attributable to serving the PTA and subject to the approval of the Executive Committee.

G. ELIGIBILITY OF OFFICE

Only members in good standing, who have paid their PTA dues by the first calendar day of the school year are eligible to serve on the executive board. The member must have a student currently attending Paramus High School.

H. REMOVAL OF AN OFFICER

Removal of an officer is permissible at any time, with good cause by majority vote of the Board of Directors. An officer subject to removal, shall be notified in writing with a statement of reasons for their removal.

I. INDEMNIFICATION

The PTA shall purchase Director & Officers Insurance of Officers and Chairpersons. Each Officer shall be indemnified by the PTA against all costs and expenses reasonably incurred or imposed upon him or her or his or her estate in connection from any action, suit, or civil or criminal proceeding. This does not include malfeasance or gross negligence in the performance of his or her duties as an Officer of the PTA.

SECTION 6: MEETINGS

A General Membership Meeting shall be held annually. It may be done in person, virtually or both. It should be done in the Spring or whenever is convenient. Any PTA Meeting will follow the Robert's Rule of Order. In addition, there will be "sessions" for particular groups when the PTA will present information. For example, a Freshman Parent Meeting and a Senior Parent Meeting shall be held in the Fall of each school year to address the questions and needs of those specific groups. The Board may decide to call additional meetings if needed.

Notice of a Meeting will be on the PTA HS website. Any changes will be posted as soon as practical and by email blast by the High School (if deemed necessary) .

Any member, regardless of standing, may bring a matter before the Executive Committee by placing it on the Agenda. Every effort should be made to communicate the agenda matter in writing as soon as possible to the HS address, attention PTA or via email.

SECTION 7: COMMITTEES

The PTA may create as many sub-committees as needed. Each sub-committee must have a Chairperson who is a member in good standing and agrees to follow the Standing Rules of the PTA. There shall be a Project Graduation Chairperson and Sub-Committee for each graduating class.

Chairperson of Project Graduation: Each graduating class has a chairperson, which leads all efforts for Project Graduation. The Chairperson is a volunteer position, who serves as representative of their graduating Class. They are a direct point of contact for parents. The position is appointed by the President and elected by the Executive Committee. If more than one person volunteers to lead, the Board will hold a special session, listen to presentations and hold a vote. The majority vote of the Board determines who is the Chairperson. The Chairperson agrees to follow all Standing Rules

and understands that he/she automatically serves on the Board of the PTA. In addition, the PTA President is an automatic member of each Project Graduation sub-committee.

General Responsibilities of Project Graduation Chairperson:

- Chairperson is by appointment of the executive board, they serve at the pleasure of the board and can be removed or replaced for good reason.
- Committees for Project Graduation can meet as many times or any place that the Chairperson designates.
- Chairperson should be inclusive of ideas shared, but maintain focus on the time line and research needed.
- The Project Graduation Committee must have a Co-Chair and Treasurer, and as many other committee members as the Chairperson determines is needed to run a smooth and successful event. The Chairperson decides who is on their committee.
- Quarterly Reports shall be given to the President or Secretary, either verbally or in writing, so that updates can be posted to the PTA website.
- The Chairperson is entrusted with final say over the final decision for Project Graduation. This should only be done after careful research and consideration of the ideas shared and multiple meetings with their committee members. The venue for project graduation should be secured by end of Junior Year, or as soon as practically possible. No contracts shall be signed without consultation with the President, to assure liability and insurance are accounted and committee members are protected. Venue must provide a Certificate of Insurance with limits of at least 1,000,000 and it should also name the Paramus HS PTA as Additional Insured's on their policy.
- The PTA will assist with the preparation of an accident waiver for all students/parents.
- Committees for Project Graduation must agree to keep the venue and entertainment *secret* until departure from the High School.
- The Chairperson and the Committee Treasurer must coordinate the use of exempt tax certificate, gaming license and all permits with the President. The Committee Treasurer reports all financial business with documentation to the PTA Treasurer for Tax Filings.
- The Chairperson Treasurer is responsible for keeping meticulous financial records, with all documentation and receipts. The closing of all account shall be done by July 1, post-graduation. Any leftover monies shall be distributed to the PTA bank account by July 1, post graduation. Such money shall be earmarked and transferred to the next Senior class as swiftly as practical.

SECTION 8: AMENDING BYLAWS

The PTA does not amend By-Laws – these are New Jersey State Bylaws.

SECTION 9: ANNUAL SURVEY

The PTA may choose to send an annual survey for the purpose of assessing it's mission and plan improvements for the year to come. Any survey will include questions to measure the experience of our High School PTA, such as: Is the High School PTA a positive experience? Is it inclusive of ideas? Is it communicating information in a clear and efficient manner? Is it maintaining positive relationships with the school administration, teachers and parents?

SECTION 10 : DISSOLUTION

In the event, there is good reason for dissolution of the PTA. Any and all monies must be disbursed to another recognized non-profit that has a similar purpose and mission with a similar Tax Identification.

SECTION 11: EXPIRATION OF STANDING RULES

The Standing Rules do not expire, unless amended by the executive board. They should be reviewed and updated annually or as needed.

Signature Page

Paramus High School PTA

Resolution, this 19th day of September 2021, The Standing Rules proposed by the executive committee are hereby approved as amended and adopted by vote of the Board of Directors.

By: /electronically signed/ Yay Nay
Natalie Candela, President

By: /electronically signed/ Yay Nay
Josh Elyosh, Vice President

By: /electronically signed/ Yay Nay
Parmjit Kaur, Vice President

By: /electronically signed/ Yay Nay
Diana Warne, Secretary

By: /electronically signed/ Yay Nay
Joseph Mancuso, Treasurer