

## Standing Rules for West Windsor Plainsboro Special Education Parent Teacher Student Association

To be Voted and Approved 9/27/2022

### 1. Name and Identity

The name of this PTA is West Windsor Plainsboro Special Education PTSA ("WWP SEPTSA or SEPTSA"), Local PTA #2681149.

### 2. PTA School(s)

WWP SEPTSA serves the children in need of support services whether classified as special needs or not in all schools within the West Windsor Plainsboro School District.

### 3. Tax-exempt Status

WWP SEPTSA was granted tax exempt status under section 501(c) (3) of the Internal Revenue Code and was assigned Employer Identification Number (EIN) #80-0753951. A copy of the IRS letter of determination is filed in the legal document file maintained by the president and secretary.

### 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 kept in the legal document file maintained by the president and secretary.

### 5. Standards of Affiliation

Per the New Jersey PTA, WWP SEPTSA 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.

### 6. Membership

Membership in WWP SEPTSA 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.

### 7. Membership Dues

The dues for WWP SEPTSA shall not exceed \$10 for individual adult and student membership. All paid members may make motions, participate in debate, and vote at PTSA membership meetings.

### 8. Council Dues (applicable only if this PTA belongs to a council)

The dues for Mercer County Council of PTAs shall be as prescribed bylaws of such PTA.

### 9. General Membership Meetings and Quorum

Adoption of the budget and standing rules, election of nominating committee and officers and report of the financial review committee shall take place at a General Membership meeting. The Board of Directors ("the Board") will determine the membership meetings adequate to accomplish PTSA business. 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 of at least 11 must be present to conduct business.

### 10. Board Meetings

The Board shall set regular board meeting dates and times. Special meetings of the Board may be called by the president or upon written request of the Board majority. Notification of place, date, time, and purpose of the meeting shall be delivered to each Board member at least 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 Board meetings shall be limited to members of the Board.

## **11. Elected Officers and Standards of Affiliation**

SEPTSA's elected officers shall be: **the President, Vice President(s), Treasurer and Secretary**. Officers shall be elected at a General Membership meeting. A term of office shall be 1 year or until a successor is elected. SEPTSA will review the NJPTA Standards of Affiliation yearly. The Secretary is responsible for filing required documentation.

## **12. Officer Duties**

The specific duties that the officers are responsible for those enumerated in SEPTSA's bylaws.

## **13. Board**

WWP SEPTSA's Board shall consist of the elected officers and chairmen of the following standing committees: Nominating.

## **14. Training Requirements**

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

## **15. Committees**

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

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

WWP SEPTSA 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.

## **17. Financial Review**

WWP SEPTSA 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 3 members appointed by the president and approval of the Board will perform the review. The committee will present a report at the scheduled membership meeting immediately following the review. Members of this committee shall not include the president, the treasurer, any person authorized to sign on SEPTSA's 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**

WWP SEPTSA shall establish one or more accounts in financial institutions as determined by the Board. Any such account shall require the signatures of officers as prescribed in SEPTSA's Bylaws.

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

WWP SEPTSA's monthly bank account statements shall be provided to a member appointed by the Board. The Board will appoint the member 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 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 and Treasurer will be the authorized signers of all bank accounts. A 3rd signer will be selected by the Board. 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 before the end of the fiscal year. Reimbursement requests made after the treasurer's reimbursement deadline set prior to end of the school year, will be considered a donation to WWP SEPTSA's general fund. No authorized signer will sign a check to themselves. Two authorized signers must sign all SEPTSA checks.

## **22. Voting Delegates**

WWP SEPTSA may send as many voting delegates to the NJPTA Convention as allowed by the *NJPTA State Bylaws*. The number of voting delegates that this PTSA may send is enumerated in the Mercer County Council of PTAs bylaws.

## **23. 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. 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.

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

WWP SEPTSA's standing rules 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 2/3rds vote is required. SEPTSA's adopted standing rules must be submitted to NJPTA to be held on file for reference.