

OCEAN CITY PTA

STANDING RULES

Article I: Name and Information

The name of this association is the Ocean City PTA of Ocean City, Cape May County, New Jersey. It is a Local PTA (hereafter referred to as **PTA**) organized under the authority of the New Jersey Congress of Parents and Teachers (New Jersey PTA), a branch of the National Congress of Parents and Teachers (National PTA).

Local PTA Number:	21124
Employer Identification Number (EIN):	23-7214562
State Tax ID Number:	EOWJ3007469
Charities Registration Number:	CH2401100
Incorporation Date: <i>If applicable</i>	03/1982
Incorporation Number: <i>If applicable</i>	0100-1629-29
Local PTA Dues Amount: <i>New Jersey PTA doesn't recognize family membership – One Vote – One Card – One Person</i>	\$10.00
Membership Approval Date:	11/15/2023

These Standing Rules are official documents of the Local PTA and should be kept in a secure place; ("Official Copy" by Recording Secretary and "Duplicate Copy" by the President). When new officers are elected, these documents shall be given to their successors. These Standing Rules should be read in conjunction with our Uniformed Local Bylaws.

Article II: Officers

Section 1. The officers of this Local PTA shall be: President, Vice President - IS, Vice President - PS, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2. Terms: The terms of office shall be staggered and be for two years or until a successor is elected. Elections for the offices of President, Vice President - PS, and Recording Secretary being held in odd numbered years and elections for the offices of Vice-President - IS, Corresponding Secretary, and Treasurer being held in even numbered years.

Article III: Duties of Officers

In addition to those duties specified in our Uniformed Local Bylaws, the following duties are assigned:

Section 1. The President shall be the primary liaison with the School District, the Board of Education, and all outside organizations; shall coordinate the work of the officers and non-school specific committee chairpersons; shall act as back up to the Vice Presidents.

Section 2. The Vice-President:

- a) - Intermediate School shall be the primary liaison with the Intermediate school; shall act as primary liaison with the Intermediate School specific committee chairpersons; shall recommend to the Board possible committee chairperson(s) candidate(s) in case of vacancy; shall preside at all meetings held at the Intermediate School in absence of the President; and shall be the primary back up to the President in non- Primary School related activities, unless predesignated by the President to another officer or chair person.
- b) - Primary School shall be the primary liaison with the Primary school; shall act as primary liaison with the Primary School specific committee chairpersons; shall preside at all meetings held at the Primary School in absence of the President; and shall be the secondary back up to the President or Vice President - Intermediate School in non-Intermediate School related activities, unless predesignated by the President to another officer or chair person.

Section 3. The Recording Secretary shall keep copies of any other records as deemed appropriate by the General Membership or the Board of Directors; shall maintain our website as appropriate; and shall act as back up to the Treasurer and to the Corresponding Secretary, as needed.

Section 4. The Corresponding Secretary shall, to the extent deemed necessary, the individual officers and committee chairpersons, as may be directed; shall be primarily responsible for our electronic communication; shall maintain our website as appropriate; shall act as back up to the Recording Secretary.

Section 5. The Treasurer shall:

- a. in conjunction with the President, prepare a budget to be presented for approval by the Board of Directors.
- b. the treasurer shall maintain the website, as appropriate.
- c. the Treasurer shall be, as assigned by the President, the General Membership, or the Board of Directors, responsible for maintaining insurance policies; filing of any annual tax or other financial related forms, such as, but not limited to, gaming permits; and act as representative for other items, such as, but not limited to, storage facilities, as necessary.

Article IV: Standing, Activities/Ad-Hoc Committees

Chairperson(s), in the case of standing or activities/ad-hoc committees, serve for a period of one year, with annual reappointments or serve for the period of time that the committee exists or until death or resignation. Chairperson(s) shall provide communication/updates to the President or the Vice - President, as applicable, from the committee on any issues of note.

Article V: Member Codes of Conduct

Section 1. Member Code of Conduct - Social Media

Members of this PTA shall not, whether in an official capacity or personally, use any social media platform to insult, target, harass or post threats of physical or verbal harm towards any individuals, including school administrators and staff, volunteers, or individuals associated with the Ocean City School District, sending districts or of this PTA.

Section 2. Member Code of Conduct - Representation, Public Speaking and Press Interviews

The President of this PTA is the official speaker on behalf of this PTA when dealing with outside parties, including but not limited to, the Boards of Educations of Ocean City, its sending districts, City of Ocean City Officials, and members of the press whether print or online. Members of this PTA shall not in matters pertaining to this PTA, represent, publicly speak or give an interview, whether print or online, on behalf of this PTA without prior authorization by the President or by majority vote of this PTA Board.

Article VI: Violations of Policies, Rules and Procedures

All members of the PTA shall adhere to the rules set forth in our governing documents of this PTA and shall be held accountable for such. Failure to adhere shall result in disciplinary action which may include the following steps:

1. Written (email) and/or verbal (when applicable) warning.
2. Written warning with ban from PTA volunteer opportunities.
3. Written warning with proceedings for membership revocation for the remainder of the school year.

Article VII: Annual Approval, Amendments and Submission

Section 1. If there are no proposed amendments, the Standing Rules of this PTA shall be presented for re-approval annually by majority vote at the first General Membership meeting of each school year.

Section 2. The Standing Rules may be amended at a General Membership meeting by a majority vote provided that twenty-five (25) days notice is given to the membership. Otherwise, a two-thirds (2/3) majority vote is needed.

Section 3. The adoption of the re-approved or amended Standing Rules must be submitted to NJPTA to be held for reference.