

Old Farmers Road School PTO

Standing Rules

Last Amended: September 2026

1. These Standing Rules supplement the OFRS PTO Bylaws by providing operating procedures and guidelines for the day-to-day activities of the PTO. The Bylaws shall govern in the event of any conflict or inconsistency between the Bylaws and these Standing Rules. All PTO members are encouraged to read the OFRS PTO Bylaws found at www.ofrspto.org.
2. No membership information shall be given or sold to any individual or company for purposes of soliciting goods or services.
3. Annual membership dues shall be as follows:
 - a. Individual Membership: \$10
 - b. Family Membership: \$20
 - c. Teacher/Staff Membership: \$5
4. The Executive Committee generally meets monthly in closed working sessions. Additional meetings may be held as needed.
5. General membership meetings will follow an agenda, which will be posted on the PTO website prior to the meeting.
6. The President must be notified in writing at least 48 hours before a General Membership meeting if a PTO member wishes to bring forward business requiring discussion or action so it can be included on the agenda. Matters raised during New Business without prior notice may be deferred to a future meeting at the discretion of the President.
7. Committee Chairs will be assigned a “buddy” or liaison from the Executive Committee. This person will be their primary point of contact for communication, information, and assistance. If a Committee Chair isn’t able to attend a General Membership meeting, they should send their report to the liaison, who will present it on their behalf.
8. A Committee Chair may be removed by majority vote of the Executive Committee for failure to perform the duties of the position or other conduct that is not in the best interests of the PTO.
9. Room Representatives:
 - a. The Director of Scheduling and Room Representative Coordinator will manage the Room Representative sign-up and selection process each year, following the requirements in Article XI of the OFRS PTO Bylaws.
 - b. Information about signing up to be a Room Representative will be sent by email each year. The sign-up form will be electronic, and submissions will be time-stamped.
 - c. Room Representatives will be selected after teacher assignments are available. Applicants will be considered in the order their forms are received, as long as they meet the eligibility requirements in Article XI of the Bylaws.
 - d. Each classroom will typically have three Room Representatives. The number may vary depending on the grade, classroom needs, or number of eligible applicants.

- e. Once class lists are available and submissions have been reviewed, selected applicants will be contacted to confirm their interest and ability to commit to the responsibilities of the role.
- f. Room Representatives are expected to work together and share the responsibilities outlined in Article XI of the Bylaws.

10. Monetary Policies and Procedures

- a. The OFRS PTO is exempt from New Jersey sales tax. Before making purchases on behalf of the PTO, Committee Chairs should check with their Executive Committee liaison to see if the purchase can be made tax exempt. Sales tax paid on purchases that could have been made tax exempt will generally not be reimbursed. Exceptions may be made at the discretion of the Executive Committee.
- b. Purchases made through Amazon should be made using the OFRS PTO's Amazon Business account whenever practicable. Committee Chairs should contact their Executive Committee liaison for assistance with Amazon Business purchases.
- c. All checks written from the PTO account require two signatures.
- d. Blank checks will not be issued for any reason.
- e. Debit Card Policy:
 - i. The OFRS PTO maintains one debit card, which shall be kept in the Treasurer's possession.
 - ii. The debit card shall be in the name of the Treasurer or President. The Treasurer may release it to an Executive Committee member for authorized PTO business with the President's prior approval. The card must be returned to the Treasurer within 48 hours with the original receipts.
 - iii. The debit card shall not be used for cash advances or ATM withdrawals.
- f. All forms are available on the PTO website. Treasurer forms or payments should be placed in a sealed envelope clearly marked "PTO Treasurer" and dropped in the Main Office.
- g. A Check Request form is to be used when payment is needed in advance for a vendor or when an invoice must be paid by the PTO. Applicable supporting documentation must be attached (i.e. bill, purchase order, contract, etc.) Please allow two weeks for processing. If a request is time sensitive, contact the Treasurer.
- h. A Reimbursement Request form is to be used for expenses incurred for PTO events/activities. Requests must be submitted within 45 days of the expense and original receipts must be attached to receive reimbursement. Please allow two weeks for processing. If a request is time sensitive, contact the Treasurer.
- i. Committee Chairs are responsible for managing their committee's budget. If additional funding is needed, requests should be brought to the Executive Committee for approval before the budget is exceeded.
- j. A Cash Box Request form is available to be used for an activity or event that needs to have change prepared. The form must be signed by the Committee Chair and a member of the Executive Committee and submitted to the Treasurer at least two weeks before the activity or event.
- k. Whenever possible, PTO events using outside vendors should obtain at least two quotes before recommending a vendor to the Executive Committee. If only one vendor is available, one quote is acceptable but still requires Executive Committee approval.
- l. To allow time for year-end bookkeeping, reimbursement requests should be submitted by June 15.
- m. Cash box transactions should be handled by either the Committee Chair or a member of the Executive Committee. The starting cash box balance will be counted by the Committee Chair and two members of the Executive Committee before the event. At the end of the event, the cash box will be counted by three members of the Executive Committee. If the Treasurer is unavailable, only a member of the Executive Committee may retain custody of the cash box until it is returned to the Treasurer.
- n. The PTO will not accept any checks written out to "CASH". All checks should be made payable to Old Farmers Road School PTO or OFRS PTO.

- o. The PTO only enters into written (not verbal) contracts. Large contracts are governed by **Article VI, Section 1(g) of the Bylaws**. All other contracts under \$500 must be approved by a majority vote of the Executive Committee before anyone signs.
- p. Teachers and staff must be PTO members in good standing to be eligible for classroom reimbursements. Reimbursement requests should be submitted within 45 days of the expense.
- q. Supplies and materials purchased through the PTO reimbursement program are for use at OFRS and should remain with the school if a staff member leaves the district or changes classrooms.

11. Code of Conduct

- a. All school employees, faculty, office staff, administrators and students are to be treated with respect.
- b. The rules set forth by the school's administration and the Superintendent of the Washington Township School District are to be adhered to at all times while on school property or at school events held off-site.
- c. See **ARTICLE XVIII** of the OFRS PTO Bylaws for more information regarding Code of Conduct.
- d. Violations of the Code of Conduct may result in removal from the event or school grounds and/or being barred from future PTO-sponsored events.
- e. All guests of PTO members present at any PTO event will be held to the Code of Conduct standards found in the Bylaws.

12. School Facilities Usage: Committee Chairs or other PTO volunteers planning PTO events at the school outside of regular school hours should coordinate the use of school facilities through the Director of Scheduling and provide any information needed to reserve the space.

13. All raffles and 50/50 drawings must comply with applicable New Jersey laws and licensing requirements. The Treasurer should be consulted before conducting any raffle or 50/50.

14. PTO Executive Committee and Committee Chairs should use their official PTO email addresses for PTO business.

15. All PTO flyers should include the OFRS PTO paw print logo and/or an official @ofrspto.org email address for more information.

16. 5th Grade Committees shall each have one Chair and as many committee members as are interested in volunteering.

17. The standing rules may be amended at a membership meeting by majority vote if previous notice of the vote was given. If no previous notice was given, then a two-thirds (2/3) vote is required.