

## Local PTA Bylaws Information Sheet

Please complete and submit along with your bylaws. This page will be removed when returned to you so you may post on your website or distribute.

<b>Local PTA Name:</b>	
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<b>Individual Submitting Document</b>	
<b>Name:</b>	
<b>Phone Number:</b>	
<b>E-Mail Address:</b>	

<b>School Address</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>Zip Code:</b>	



## Official Bylaws of

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County

**State Chairman Approval:**

Date Approved: \_\_\_\_\_

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These bylaws will expire on: \_\_\_\_\_

*Local PTA bylaws shall be reviewed by the NJPTA Procedure and Bylaws Chairman three (3) years from state approval date.*

**Template Updated: March 2018**

**Pertinent Local PTA Information**

<b>Local PTA Number:</b>	
<b>Employer Identification Number (EIN):</b>	
<b>State Tax ID Number:</b>	
<b>Charities Registration Number:</b>	
<b>Incorporated Date:</b> <i>If applicable</i>	
<b>Incorporation Number:</b> <i>If applicable</i>	
<b>Local PTA Dues Amount:</b> <i>New Jersey PTA doesn't recognize family membership - One Vote - One Card - One Person</i>	
<b>Membership Approval Date:</b> <i>This is the date that two-thirds of your general membership present at your General Membership meeting approved the entire new set of bylaws.</i>	

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Council Approval:

**These bylaws 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 bylaws are presented for the use of Parent Teacher Associations that are in membership with the National Congress of Parents and Teachers and New Jersey Congress of Parents and Teachers. Articles marked with a double (\*\*) star are mandatory and must be included as stated (No changes may be made) in the bylaws of all local parent-teacher associations.**

**PTA "Service Marks"**

The Congress of Parents of the United States has granted to the National PTA registrations of two service marks, which may be used by it and by each of the State PTAs and Local PTAs as a means of identification on pamphlets, books, and other publications and printed materials issued by the associations. The service marks are:

- PTA (Certificate of Registration No. 808987 issued May 24, 1966)
- Parent-Teacher Association (Certificate of Registration No. 810576 issued June 28, 1966)

It is a condition of the use of these marks by the State PTA; and Local PTAs that they shall in all respects conform to the standards established in the Bylaws of the National PTA, State PTAs, and Local PTAs, in good standing may avail themselves of the privilege of using either or both of these identifying service marks.

## **Article I: Name**

The name of this association is the \_\_\_\_\_ in  
the municipality of \_\_\_\_\_ in \_\_\_\_\_ County, New Jersey. It is a Local \_\_\_\_\_  
(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).

## **\*\* Article II: Purposes**

**Section 1:** The purposes of the PTA, in common with those of National PTA and New Jersey PTA, are:

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- b. To raise the standards of home life;
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- d. To promote the collaboration and engagement of families and educators in the education of children and youth;
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

**Section 2:** The purposes of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public, developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

**Section 3:** The association is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

## **\*\* Article III: Basic Policies**

The following are basic policies of the PTA in common with those of National PTA and New Jersey PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work with the schools and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The association shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, schools, and the community at large.
- d. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on:
  - i. By an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code
  - ii. By an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one of more nonprofit funds, foundations, or associations that have established their tax-exempt status under 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The association or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

## **\*\* Article IV: Relationship with National PTA and New Jersey PTA**

**Section 1:** This PTA shall be organized and chartered under the authority of the New Jersey PTA in the area in which the Local PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the New Jersey PTA may in its bylaws prescribe. The New Jersey PTA shall issue to this Local PTA an appropriate charter evidencing the due organization and good standing of the Local PTA.

- a. A Local PTA in good standing is one that: adheres to the purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the New Jersey PTA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of New Jersey PTA; and
- d. Meets other criteria as may be prescribed by the New Jersey PTA.

**Section 2:** The articles of association of this PTA include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of association by whatever name.

**Section 3.** This PTA shall adopt such bylaws for the government of the association as may be approved by the New Jersey PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the Bylaws of the New Jersey PTA.

**Section 4.** This PTA shall include in its bylaws provisions corresponding to the New Jersey PTA Bylaws as are identified herein by a double star.

**Section 5.** The adoption of an amendment to any provision of the New Jersey PTA Bylaws identified by a double star shall serve automatically and without the requirement of further action by the PTA to amend its bylaws. This PTA shall promptly incorporate such amendments in its bylaws.

**Section 6.** Bylaws of this PTA shall include an article on amendments.

**Section 7.** Bylaws of this PTA shall include a provision establishing a quorum.

**Section 8.** Each officer or board member of this PTA shall be a member of this PTA.

**Section 9.** The bylaws of this PTA shall prohibit at all general membership meetings voting by proxy, absentee ballot, telephone, fax, or e-mail.

**Section 10.** A PTA member shall not serve as a voting member of this PTA's board of directors while serving as a paid employee of or under contract to this PTA.

**Section 11.** Only members of this PTA who have paid dues for the current membership year may participate in the business of this PTA.

**Section 12.** This PTA shall collect dues from its members and shall remit a portion of such dues to the New Jersey PTA as provided in Article V hereof.

**Section 13.** The members of the Nominating Committee for officers of this PTA shall be elected by the General Membership.

**Section 14.** This PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the New Jersey PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the New Jersey PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**Section 15.** The charter of this PTA shall be subject to withdrawal and the status of such association as a Local PTA shall be subject to termination, in the manner and under the circumstances provided by the bylaws of the New Jersey PTA.

## **\*\* Article V: Members and Dues**

**Section 1.** Every individual who is a member of the PTA is, by virtue of that fact, a member of the National PTA and of the New Jersey PTA by which this Local PTA is chartered, and is entitled to all the benefits of such membership.

**Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

**Section 3.** This PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

**Section 4.** Each member of this PTA shall pay such annual dues to said association as may be prescribed by the association. The amount of such dues shall include the portion payable to the New Jersey PTA – the "state portion" – and the portion payable to the National PTA – the "national portion."

**Section 5.** The state portion of each member's dues shall be determined by the New Jersey PTA. The national portion of each member's dues shall be **two dollars and twenty-five cents (\$2.25) per annum.**

**Section 6.** The New Jersey PTA portion of each member's dues shall be **one dollar and seventy-five cents (\$1.75) per annum.**

**Section 7.** Each member of this PTA shall pay annual dues of

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to said dues association. The amount of such annual dues shall include the portion payable to the New Jersey PTA and the portion payable to the National PTA.

**Section 8.** The state and national portions of the dues paid by each member of this PTA shall be set aside by the Local PTA and remitted to the New Jersey PTA through such channels and at such times as the New Jersey PTA bylaws may provide. New Jersey PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of Local PTAs in its area.

**Section 9.** The Treasurer of each Local PTA shall send the portion of National and State dues of its individual members to the New Jersey PTA office by the **15th of each month starting October 15th.** Payment of National and State membership dues must be made to be in good standing.

**Section 10.** Members in good standing in a Local PTA are those who abide by their current bylaws and who have paid current dues.

**Section 11.** The privilege of holding office, voting in an election and being an official voting delegate to convention shall be limited to members who have been members **in good standing at least 15 days.**

**Section 12.** Members who are under the age of 18 years are prohibited under New Jersey law from signing contracts that bind the members of the PTA.

**Section 13.** The PTA membership year shall be from October 1st through September 30th. Reactivated PTAs, having sent dues and a copy of their proposed bylaws to the New Jersey PTA office, shall be recognized in membership for the current year.

**Section 14.** Membership shall be divided into three classes: active, life, and state.

- a. Active members shall be those who are members of a Local PTA and who have paid their current per capita dues to the New Jersey PTA and the National PTA. Only active members shall hold office and serve on standing committees;
- b. Life members shall be those upon whom this honor has been conferred in recognition of service in local, council, or New Jersey PTA work or upon interested educators and personnel who have distinguished themselves in service to children and youth. Life Members may become active members of a Local PTA upon the payment of current dues at the local level; and
- c. State members shall be those who are members of the Garden State PTA and who have paid their current per capita dues of ten dollars (\$10.00) to the New Jersey PTA and National PTA. The national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum. The state portion of each member's dues shall be seven dollars and seventy-five cents (\$7.75) per annum. State members shall be entitled to attend the annual state convention as an accredited delegate upon payment of the registration fee.

**Section 15.** All Local PTAs that have paid state and national dues shall be eligible for membership in a council. Councils shall not legislate for locals.

## Article VI: Officers

**Section 1.** The officers of this Local PTA shall be: a president, \_\_\_\_\_ vice president(s),  
\_\_\_\_\_ and a treasurer.

**Section 2.** Officers shall be elected by ballot, at a general membership meeting, \_\_\_\_\_, in  
the month of \_\_\_\_\_  
Annually or Biennially

\_\_\_\_\_. A term of office shall be \_\_\_\_\_ years or until a successor is elected.  
April, May, or June 1 or 2

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If elections are staggered (some officers elected in one year and the others elected the next year),  
**Group A Officers** will be elected in the even numbered years and shall include:

\_\_\_\_\_  
**Group B Officers** will be elected in the odd numbered years and shall include:

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**Section 3.** When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

**Section 4.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of the PTA:

- \*\* a. Each officer shall be a member of this Local PTA;
- \*\* b. No officers may be eligible to serve more than two (2) consecutive terms in the same office;
- \*\* c. A person who has served more than one-half of a term shall be deemed to have served a full term, in such office;
- \*\* d. Each officer shall be at least 18 years of age as of the date of the election.
- \*\* e. No person shall hold more than one office at a time.
- \*\* f. Each officer shall have completed annual leadership training provided by or approved by New Jersey PTA.

**\*\*Section 5.** Officers shall assume their official duties annually on **July 1<sup>st</sup>**. All outgoing officers shall deliver to their successors all official material not later than ten (10) days following the conclusion of their term or in case of resignation.

**Section 6.** Vacancies: In the event of the resignation or death of the President, the Board of Directors shall elect a president from among those who have served or are serving on the board. Other vacancies shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of

the Board of Directors. The secretary shall give \_\_\_\_\_ days' notice of such an election. If there is more than one candidate for office, the vote shall be by ballot.

**Section 7.** Honorary Office: The title of Honorary President or Honorary Vice President may be conferred by the association (or Board of Directors). It is a complimentary position unless these bylaws provide otherwise. **Note: This title is conferred for life but may be rescinded by the local. An honorary office is not an elective office and the title in no way conflicts with members holding a real office or being assigned a duty.**

**\*\*Section 8.** Nominations

- a. There shall be a Nominating Committee composed of \_\_\_\_\_ members who shall be elected by  
3, 5, or 7  
this PTA at a regular general membership meeting **at least two months prior** to the election of officers, as outlined in Article VI, Section 2;
- b. \_\_\_\_\_ alternate(s) to the nominating committee shall be elected in the same manner;  
1 or 2

- c. The first member elected shall call the committee together and the committees shall elect its own chairman;
- d. The Nominating Committee shall select one (1) eligible person for each office. The Nominating Committee shall report its slate of nominees immediately to the president, as a courtesy. Thirty days prior to the general membership meeting at which elections are to be held (as provided in Article VI, Section 2 of these bylaws) the members shall be informed of the report of the Nominating Committee.
- e. Only persons who have signified their consent in writing shall be eligible to be nominated to such an office, either by committee or from the floor;
- f. Following the final report of the nominating committee at the general membership meeting at which elections are to be held (as provided in Article VI, Section 2 of these bylaws), an opportunity shall be given for nominations from the floor; and
- g. Nominees from the floor shall have given \_\_\_\_\_ days' notice before the general membership meeting at which elections are to be held (as provided in Article VI, Section 2 of these bylaws) of their intent to run. Notification must be in writing to the Local PTA President, Recording Secretary and Nominating Committee Chairman.

**Note: Nominating committee members can be considered for office, they should not be penalized by serving on the nominating committee.**

### **Article VII: Duties of Officers**

**Section 1.** The president shall preside at all meetings of the Local PTA and of the Board of Directors; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Local PTA or by the Board of Directors; and shall coordinate the work of the officers and committees of this Local PTA in order that the purposes may be promoted.

**Section 2.** The vice president(s) shall act as aide(s) to the president and shall in their designated order perform the duties of the president in the President's absence or inability to serve.

**Section 3.** The recording secretary shall record the minutes of all meetings of the PTA and of the Board of Directors, shall have a copy of the approved bylaws, and a membership list available at every meeting, and shall perform such other duties as may be delegated to him/her. The corresponding secretary shall conduct the general correspondence of the association as directed by the president, Board of Directors or this Local PTA. If there is but one secretary, the secretary shall perform all the duties.

**\*\*Section 4.** The treasurer shall:

- a. Have custody of all funds of this Local PTA; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by this Local PTA;
- b. be responsible for the maintenance of such books of accounts and records as confirmed to the requirement of Article XII, Section 2 of these bylaws;
- c. Will make disbursements as authorized by the President, Board of Directors, or this Local PTA in accordance with the budget adopted by this Local PTA. Checks and vouchers shall be signed by the president and treasurer. In an emergency, or the unavailability of the president or treasurer, the recording secretary may sign in place of one of the other signatories;
- d. Keep the record of the National and State portions of the membership dues separate from the record of the general funds of the local association. The treasurer shall send the annual National and State dues of each individual member of this Local PTA to the State Branch on or before the dates listed in Article V, Section 9;
- e. Present a financial statement of accounts at every meeting of the association and at other times when requested by the Board of Directors, and shall make a full report at the annual meeting;
- f. The treasurer's accounts shall be reviewed annually or upon change of officers, by an Internal Audit Committee (Financial Review) of not less than three (3) members who, are satisfied that the Treasurer's Annual Report is correct, shall sign a statement to the facts at the end of the report; and
- g. The Internal Auditing (Financial Review) committee shall be appointed by the president with



approval of the Board of Directors and shall report at the annual meeting.

**Section 5. Executive Committee**

- a. The officers of the association and the procedure and bylaws chairman shall comprise the Executive Committee. A majority of those serving shall constitute a quorum.
- b. The Duties of the Executive Committee are:
  - i. To create standing committees.
  - ii. To elect/appoint chairmen of the standing committees.
  - iii. Meet in emergency situations to direct inter-association difficulties and report to the Board of Directors with conclusions.

**Article VIII: Board of Directors**

**Section 1.** The Board of Directors shall consist of the officers of the PTA, the chairmen of standing committees, and the principal of the school or a representative appointed by him/her:

- a. \*\*Each board member shall be a member of this PTA;
- b. The members of the Board of Directors shall serve until their successors are elected/appointed; and
- c. A majority of the Board of Directors shall constitute a quorum.

**Section 2.** The duties of the Board of Directors shall be:

- a. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- b. to approve the plans of work of the standing committees;
- c. to present a report at all regular meetings of this Local PTA;
- d. approve the appointment of the Internal Audit committee at least two weeks before the annual meeting to review the treasurer's accounts;
- e. to accept and submit to this Local PTA for adoption a budget for the fiscal year; and
- f. to approve routine bills within the limits of the budget.

**Section 3.** Regular meetings of the Board of Directors shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year.

**Section 4.** Special meetings of the Board of Directors may be called by the president or by a majority of

the members of the board. \_\_\_\_\_ days' notice having been given. The purpose of the meeting shall be stated in the call.

**Article IX: Meetings**

General Membership Meetings:

- a. Only members who are in good standing as defined in Article V shall be eligible to participate in the business of this Local PTA;
- b. \_\_\_\_\_ general membership meetings of this Local PTA shall be held during the school year. Dates  
This is simply a minimum, many more can occur  
of meetings shall be determined by the Board of Directors and announced at the first general membership meeting of the year;
- c. \_\_\_\_\_ days' notice shall be given of a change of date of general membership meetings;
- d. Special general membership meetings may be called by the Board of Directors, \_\_\_\_\_ days' notice having been given. The purpose of the meetings will be stated in the call;
- e. \*\* The annual General Membership Meeting for the purpose of the budget presentation and Internal Audit (Financial Review) approval shall be the first general meeting following the close of the fiscal year; and

***Note: The Annual Meeting should be in September or October.***

f. \_\_\_\_\_ members shall constitute a quorum for the transaction of business in any general membership meeting of this Local PTA.

**Note: Quorum for membership meetings should be a fair number above those listed as serving on the Executive Committee. A good calculation is two times the number of officers plus one additional member.**

### **Article X: Standing Committees and Special Committees**

**Section 1.** Only members of this PTA shall be eligible to serve as chairmen or members of committees.

**Section 2.** Such standing committees shall be created by the Executive Committee as may be required to promote the Objects and interests of this Local PTA. The chairmen of the standing committees shall be elected/appointed by the Executive Committee and their term shall be for one (1) year.

**Section 3.** The chairmen of all standing committees shall present plans of work to the Executive Committee for approval, and no committee work shall be undertaken without the approval of the Executive Committee.

**Section 4.** Special committees shall be appointed by the president, Executive Committee or this PTA as deemed necessary to carry on the work of this PTA. **Note: Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.**

**Section 5.** The president shall be ex-officio member of all committees except the nominating and Internal Audit committees.

### **Article XI: Council Meetings**

**Some Local PTAs currently do not have a Council. Please consult with the State Office if you are unsure.**

**\*\*Section 1.** This Local PTA is eligible for membership in the \_\_\_\_\_ Council as outlined in Article V, Section 15 of these bylaws.

**Section 2.** The local PTA shall send representatives to all Council meetings and trainings conducted for the benefit of the local PTA.

**Section 3.** This Local PTA shall be represented in meetings of the Council by the President or his/her alternate and by the number of delegates, or alternates as provided in the Council's Bylaws.

**Section 4.** The privilege of holding office and voting shall be extended to local PTAs who have paid dues to their Council as outlined in the Council Bylaws.

### **Article XII: State and Local Relationships**

**Section 1.** A Local PTA/PTSA is a branch of the National PTA and New Jersey PTA and exists for the purpose of accomplishing at the local level the purposes of the National PTA.

**\*\*Section 2.** A local PTA in good standing with the New Jersey PTA is one that:

- a. Meets the NJPTA Local PTA Standards of Affiliation;
- b. Has paid per capita dues of its members to the National PTA and the New Jersey PTA;
- c. Operates under bylaws, which shall be approved at least once in every three years by the New Jersey PTA;
- d. Submits to the New Jersey PTA by August 31, a copy of the Financial Review Form to verify that the Local PTA treasurer's books have been reviewed;
- e. Submits to the New Jersey PTA by June 30th their Annual Officers Report or within 30 days after change has been made;
- f. Submits verification of filing and a copy of the current IRS Form 990;
- g. Submits verification of filing the annual New Jersey Charities Registration (if applicable);
- h. Submits verification of filing the New Jersey Annual Report (if applicable);
- i. Meets other criteria as may be prescribed by the New Jersey PTA.

**\*\*Section 3.** Each Local PTA shall adopt such bylaws for the governance of their association as shall be

approved by the New Jersey PTA. Such bylaws will not be in conflict with the bylaws of the National PTA.

**\*\*Section 4.** Each Local PTA shall include in its bylaws provisions corresponding to the provisions of the New Jersey PTA Bylaws as identified by double stars.

**\*\*Section 5.** The adoption of an amendment to any provision of the bylaws identified by double stars shall serve automatically and without the requirement of further action by this Local PTA to amend correspondingly their bylaws.

**\*\*Section 6.** Criticism of any person shall not be voiced in open meetings.

**\*\*Section 7.** The charter of a Local PTA may be subject to withdrawal if:

- a. The Local PTA is found to be in violation of the bylaws of this Local PTA;
- b. The Local PTA is found to be in violation of the Bylaws of the National PTA;
- c. The Local PTA is found to be in violation of the Bylaws of the New Jersey PTA; or
- d. The Local PTA is found to be in violation or participate in other practices or activities that may tend to defeat the Objects and Basic Policies of the National PTA.

**\*\*Section 8.** Violations- Charges of alleged violations for local or council PTAs should be sent in writing or email to the Committee on State and Local Relationships for review and then sent to the Board of Directors of New Jersey PTA with a recommendation. After completion of its investigation the State and Local Relationship Committee shall report to the Board of Directors of New Jersey PTA its findings as prescribed in Article XV of the New Jersey State PTA Bylaws.

**Section 9.** The New Jersey PTA shall provide leadership training under the supervision of the Vice President of Leadership Development to Local PTAs to assist in the management of that PTA. A Local PTA may make a request for leadership training by sending the request, in writing, to the State PTA office.

**Section 10.** The New Jersey PTA Field Service Team may assist a PTA with troubleshooting if the Local PTA president calls; and if a card holding member calls, providing the PTA president of the Local PTA is notified.

### **\*\*Article XIII: Withdrawal of Charter**

**Section 1:** If a Local PTA is considering withdrawal of its charter the following procedures must be followed:

- a. A Local PTA Executive Committee considering to recommend withdrawal of their charter to their Board of Directors, must afford a New Jersey State PTA representative an opportunity to speak to the Board of Directors prior to taking any action on such a proposal.
- b. If the Board of Directors of the Local PTA then votes to recommend withdrawal of their charter to its general membership, the Board of Directors must give at least 30 days written notice to the New Jersey State PTA and the Local PTA's General Membership prior to the next meeting (General or Special) that the motion to withdraw their charter will be considered.
- c. A New Jersey State PTA representative must be afforded the opportunity to speak at the Local PTA meeting where the motion to withdraw their charter will be considered, prior to action being taken by the Local PTA to withdraw its charter.
- d. Approval to withdraw the charter requires a two-thirds affirmative vote, by written ballot, of the Local PTA's members in good standing in attendance at the meeting where quorum is present. Only members in good standing on the date the written notice of the proposal to withdraw the charter is sent, may vote.

**Section 2:** Each local PTA is obligated upon withdrawal of its charter by the New Jersey PTA:

- a. Upon the withdrawal of the charter of a Local PTA, after paying or adequately providing for the debts and obligations of the Local PTA, the remaining assets shall be distributed to one or more New Jersey non-profit funds, foundations or organizations that have established tax-exempt status under section 501c(3) of the Internal Revenue Code and whose purposes are in accordance with those of New Jersey PTA.
- b. Each Local PTA shall, upon withdrawal of its charter, surrender to the New Jersey PTA office all PTA

branded property along with documents pertaining to the legal status of the dissolved Local PTA or council.

**Section 3:** The New Jersey PTA is required by law to immediately notify, the Internal Revenue Service, the New Jersey Sales Tax Bureau, the Secretary of State, the Charities Registration and Gaming Commission, and the Postal Authorities that a local PTA which has withdrawn its charter is no longer eligible for tax exemption under the New Jersey PTA Group Tax Exemption Number.

#### **\*\*Article XIV: State Convention**

This Local PTA shall be entitled to be represented at the New Jersey PTA Convention by its members as prescribed in Article XVI of the state bylaws. All members who are members in good standing are eligible to attend the state convention. Voting delegates are those who have been members in good standing for at least 15 days.

#### **\*\*Article XV: Fiscal Year**

The fiscal year of this Local PTA shall begin on July 1st and end June 30th.

#### **\*\*Article XVI: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the New Jersey PTA bylaws, or the articles of incorporation.

**Note: A copy of the bylaws of the PTA should be available at every meeting.**

#### **\*\*Article XVII: Amendments**

##### **Section 1.**

- a. These bylaws may be amended at any regular meeting of the PTA by a 2/3 (two-thirds) vote of the members present and voting, providing a quorum being present and providing that notice of the proposed amendment shall have been given at least 25 days prior to the meeting at which action is to be taken, and provided that the amendment is not in conflict with the mandatory articles prescribed in the bylaws of the New Jersey PTA and the National PTA;
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of this Local PTA, or by a two-thirds (2/3) vote of the Board of Directors, providing a quorum being present at both. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment;
- c. After approval by a two-thirds (2/3) vote at a meeting of this Local PTA, providing a quorum being present four (4) copies of all amendments/revised bylaws shall be sent to the person or persons designated by the New Jersey PTA.

**Section 2.** The adoption of an amendment to any provision of the New Jersey PTA bylaws identified by a double star (\*\*) shall serve automatically and without the requirement of further action by the PTA to amend their corresponding bylaws.

**As amended by New Jersey PTA Convention- March 2018**

# New Jersey PTA Local PTA Standards of Affiliation Agreement Checklist 2018-2019

**PURPOSE** - To help your PTA stay compliant with the IRS, the State of New Jersey and New Jersey PTA.

This checklist was designed to help you keep your PTA's good standing and to safeguard your PTA's 501(c)(3) tax exempt status.

- Follow the instructions below. **PAY CLOSE ATTENTION TO THE DUE DATES.**
- This checklist is for your PTA's internal monitoring purposes only and does not have to be returned to NJPTA, unless selected for periodic review.
- Additional information available at [www.njpta.org](http://www.njpta.org). **DO YOU NEED HELP? Contact the NJPTA office at 609-587-0100. We are here to help!**



PTA NAME		LOCAL UNIT#	COUNTY	WHAT TO SUBMIT	WHEN TO SUBMIT	HOW TO SUBMIT	DATE COMPLETED
REQUIREMENT							
IRS	1	<b>IRS - IRS Form 990N, 990ez w/Schedule A or 990 w/Schedule A</b>		IRS 990N 2017 or IRS 990ez 2017 or IRS 990 2017 (filing is for 2017-2018 fiscal year)	Must be filed by November 15, 2018 <b>BUT you should file this form as soon as your audit is complete</b>	990N online filing 990ez via mail to IRS 990 via mail to IRS or File990.org	
		Forms and instructions available at <a href="http://www.irs.org">www.irs.org</a>					
		990N is filed if PTA gross income is under \$50,000 990ez is filed if PTA gross income is between \$50,000 and \$200,000 990 is filed if PTA gross income is over \$200,000					
State of New Jersey	2	<b>State of New Jersey - Charities Registration Renewal (if your PTA is registered)</b>		NJ CRI200 or NJ CRI300r with fee	by December 31, 2018 <b>BUT you should file this form as soon as your audit is complete</b>	<b>DO NOT MAIL!</b> As of 5/1/18, the State of New Jersey requires online filing.	
		Information on how to file: <a href="http://www.njconsumeraffairs.gov">www.njconsumeraffairs.gov</a> Gross \$10,000-\$25,000 -- file form CRI200 Gross \$25,000 or more -- file form CRI300r					
State of New Jersey	3	<b>State of New Jersey - Annual Report (if your PTA is incorporated)</b>		NJ Annual Report online filing with fee	The anniversary month of your incorporation date by July 1, 2018	Online filing with electronic payment	
		Instructions for online filing available at <a href="http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml">http://www.state.nj.us/treasury/revenue/dcr/programs/ann_rpt.shtml</a>					
New Jersey PTA Requirements	4	<b>NJPTA - Election of Officers/Annual Report of Local PTA Officers</b>		MemberHub	by July 1, 2018	MemberHub	
		After your elections, go to MemberHub and fill in officer information.					
New Jersey PTA Requirements	5	<b>NJPTA - Mandatory Annual PTA Training</b>		N/A	by March 31, 2019	N/A	
		All elected officers must complete training by the end of 2019 NJPTA Convention.					
New Jersey PTA Requirements	6	<b>NJPTA - PTA Budget must be adopted by your PTA general membership</b>		N/A	September/October 2018	N/A	
		at your first general membership meeting of the school year.					
New Jersey PTA Requirements	7	<b>NJPTA - Payment of NJPTA Membership Dues</b>		MemberHub	remit to NJPTA by the 15th of each month beg. October	send check to NJPTA or via ACH in MemberHub	ongoing
		Enter membership into MemberHub and pay dues.					
New Jersey PTA Requirements	8	<b>NJPTA - NJPTA Internal Audit/Financial Review</b> - find form at <a href="http://www.njpta.org">www.njpta.org</a>		NJPTA Audit Report 2017-2018	<b>NEW DEADLINE!!</b> by August 31, 2018	mail, email, fax to NJPTA	
		The annual audit must be performed by at least 3 members of your PTA					
New Jersey PTA Requirements	9	<b>NJPTA - PTA Bylaw Renewal every three years</b>		bylaws template which you will receive from the NJPTA office	Review and renew every 3 years	email to: bylaws@njpta.org	
		The renewal date is on the cover of your current bylaws. NJPTA will send reminders and instructions prior to your bylaws renewal date.					
New Jersey PTA Requirements	10	<b>NJPTA - Standing Rules (OPTIONAL, but HIGHLY RECOMMENDED)</b>					
		Standing Rules are specific to the unique needs of your PTA, but cannot conflict with your PTA Bylaws. PTA Standing Rules are a useful tool that ensures year to year continuity of your PTA's operations. For more information on how to construct Standing Rules go to <a href="http://www.njpta.org">www.njpta.org</a> .					

**SEE STANDARDS OF AFFILIATION BEST PRACTICES & TIP SHEET FOR MORE DETAIL ON EACH REQUIREMENT**