



Local PTA Electronic Bylaws Template Worksheet

The following worksheet is provided to suggest and assist you in completing the Electronic Bylaws Template.

Information Form

This information is required to allow for the State, Region, or State Bylaws Chairman to contact the Local PTA with any questions.

Local PTA Number: 18770

This number was assigned to the PTA by the NJPTA when it was chartered. It is vital that this appears here and on all correspondence. If unknown, call your county contacts or the NJPTA office at 609-587-0100 for it.

Name: Westbrook School PTA

This is the official name of your PTA as it was chartered. This should be the same name that is listed on your tax information, bank accounts, etc. Once this is typed in once, it should populate in all required fields.

School Address & Zip: 55 Nosenzo Pond Road West Milford NJ 07480

County: Passaic

This is a drop-down list of all twenty-one counties in New Jersey. Once you choose this once, it will populate in all required fields.

Submitted By: Jennifer O'Neill

This information is asked so that this individual may be contacted with any questions.

Submitted to State Office: 10/22/2015

Please fill in the date that the bylaws are sent into the state office. All bylaws will be tracked in the state office.

Cover of Bylaws

Proper Title of Local PTA- As Chartered: Will populate based on Information Form.

City or Town: West Milford

School Address & Zip: 55 Nosenzo Pond Road

County: Will populate based on Information Form.

Local PTA #: Will populate based on Information Form.

Membership Approval Date: 10/21/2015

This would be the date that 2/3 of your General Membership approved the bylaws prior to submission.

EIN: 22-3179152

This is your Employer Identification Number. This is the number that is given to you from the IRS that keeps you under the umbrella of the NJPTA Non-Profit Status.

State Tax #: 223-179-152/000

This is your number from the New Jersey Division of Taxation that keeps you as a tax-exempt entity. With a ST-5 Form your PTA is exempt from Sales Tax.

State Approval: The NJPTA Bylaws Chairman upon approval will complete this section.

Inside Cover of Bylaws

County Approval Date: The County Bylaws Chairman upon approval will complete this section.

Incorporated Date: March 22, 1974

If your PTA is incorporated with the State of New Jersey the date should be placed here.

CRI #: CH3756200

This is your Charities Registration Identification Number. This is the number that is given to you from the State of New Jersey Division of Consumer Affairs. You must renew each year with this number. Here is the link on information about the CRI number and renewing yours each year:

www.state.nj.us/lps/ca2/charities/

Article I: Name

All sections will populate in this section. When a PTA changes its name, it is necessary to amend the bylaws and submit the entire bylaws to the state office.

****Article II: Purposes**

Objects of the association

****Article III: Basic Policies**

Basic policies of the association.

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

Explains a Local PTAs' place in the National PTA structure.

****Article V: Members and Dues**

Nothing may be changed in this section except for a blank to place Local PTAs dues.

Section 7.

Local PTA Dues Amount: \$ 7/ea or \$10/fam

The dues amount must include the \$2.25 National PTA portion of dues and the \$1.75 New Jersey PTA portion of dues. \$4.00 is due to the New Jersey PTA per member. Any memberships or Membership Packages must allow for \$4.00 per member to be submitted. Family Memberships are not allowed by New Jersey PTA. Please remember that one name equals one card and each card is \$4.00 sent to New Jersey PTA. One card can not cover an entire family.

Article VI: Officers

The association shall designate such officers as are needed. Only elected officers may be listed. Co-Presidents or other co-officers are not recognized by NJPTA/NPTA.

Section 1.

Number of Vice Presidents: 1

Only the number of VPs is needed. The duties or titles of each VP may be placed in the Standing Rules.

A Secretary or A Recording Secretary and a Corresponding Secretary:

recording and corresponding

Some PTAs have merged the positions of recording secretary and corresponding secretary into the position of Secretary.

Section 2.

Officers are elected annually or biennially: biennially

This is a drop-down option to choose either Yearly or Every Two Years. If Elections are staggered this choice should be annually and the officers that are elected in each Group (Even Year or Odd Year) should be listed).

Month Officers are Elected: May

This is a drop-down option to choose the month that elections of officers will take place.

Term of Office Length (Years): 2

All officers are allowed to serve two consecutive terms in the same office. Each term may be one year or two years.

Section 6.

Days Notice of a Special Election Meeting: 5

This is a blank to be filled in. This refers to the number of days notice given to the membership for an election in the event vacancy on the board.

Section 8.

Number of Nominating Committee Members: 3

This is a drop-down option to choose a number. The number must be odd and be at least 3 members.

Number of Nominating Committee Alternates: 1

This is a drop-down option to choose a number.

Days Notice for Candidates to Run From the Floor: 10

This is a drop-down option to choose a number. The number must be between 5 days and 20 days. This is the number of days prior to the election meeting that a person wishing to run from the floor must notify the President, Secretary, and Nominating Committee Chairman.

Article VII: Duties of Officers

This article explains the general duties of each officer. More detailed duties may be placed in the Standing Rules and the Procedure Books. This article also explains the duties of the Executive Committee.

Article VIII: Board of Directors

This explains the duties of the Board of Directors.

Section 4.

Days Notice of a Special Meeting: 5

This is a blank to be filled in. This refers to the number of days notice given to the Board of Directors members for a special Board of Directors Meeting .

Article IX: Meetings

This explains the General Membership Meetings. An annual meeting is required by regulations of Not for Profit Corporations in the State of New Jersey. The Annual Meeting shall be the first General Meeting after the close of the fiscal year. An audit is REQUIRED by regulations governing Not for Profit Corporations in the State of New Jersey and Local Bylaws Article XII, Section 2c**. It is a means of assuring the association that the treasurer's accounts are accurate and relieve the treasurer of responsibility for error, except in the case of fraud. The audit must be presented to the General membership at the annual meeting for approval.

Section 1.

Number of General Membership Meetings per year: 9

This is a drop-down option that allows you to choose the minimum number of General Membership Meetings per year. It must be at least 3! Do not hurt the PTA by forcing too many. This is only a minimum.

Days Notice of a Change Meeting Date: 5

This is a blank to be filled in. This refers to the number of days notice given to the membership for a change of a date for a General Membership Meeting.

Days Notice of a Special Meeting: 5

This is a blank to be filled in. This refers to the number of days notice given to the membership for a special General Membership Meeting.

Quorum Number: 10

This is a blank that should be filled in. A quorum is the number of members who must be present at a general membership meeting before any business can be transacted. The quorum shall always be greater than the number serving on the Board of Directors. It is important that the quorum be set to reflect the number of members who could reasonably be expected to attend any meeting. The quorum must be a number not a percentage. The RECOMMENDED MINIMUM quorum is twice the number of officers plus 1. If you have 5 officers, your quorum should be 11 (5 officers x 2 = 10 + 1 more = 11!)

Article X: Standing Committees and Special Committees

This is how committees are created and chosen. Duties and a list of committees should be placed in the Standing Rules.

Article XI: County Council Membership

This describes a Local PTA's role in a County Council. The County Council name is populated.

Article XII: State and Local Relationships

This describes how a Local PTA may remain compliant as well as describing violations and allegations within the Local PTA.

Article XIV: State Convention

This describes Voting Delegates at the State Convention.

Article XV: Fiscal Year

This article defines the PTA Fiscal Year.

Article XVI: Parliamentary Authority

This article describes the use of Robert's Rules.

Article XVII: Amendments

This article describes the process of amending these bylaws.

NOTES:

The immediate past president and principal ARE NOT ELECTED and should not be considered officers, but may serve on the executive committee or board by virtue of their titles.

The budget committee should include the treasurer (as chair), president, ways and means chair, past treasurer and immediate past president, if possible.

General membership meetings are necessary for audit and budget approval, nominations, elections and annual reports. A meeting of the executive board is NOT a meeting of the association.

Standing committees exist throughout the year and deal with all business of the committee.

Special committees are created for a specific purpose and automatically go out of existence when its work is completed and its report presented. (i.e. the auditing committee, nominating committee).