

Contact 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.

Local PTA Name: Ocean City PTA

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Official Bylaws of Ocean City PTA

State Chairman Approval:

Date Approved: 1/30/2017

Handwritten signature of the State Chairman.

These bylaws will expire on: 1/30/2020
*Local PTA bylaws shall be reviewed by the NJPTA Procedure and
Bylaws Chairman three (3) years from state approval date.*

Template Updated: April 2016

Pertinent Local PTA Information

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: <i>This is the date that 2/3 of your General Membership present at your meeting approved the contents.</i>	10/19/2016

Council Approval: 11/1/16- RA

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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 Patents 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 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).

**** 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 or 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 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 \$10.00 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. *New Jersey PTA and National PTA do not recognize family memberships. One Vote – One Card – One Member.*

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, county, 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: President, Vice President - IS, Vice President - PS, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2. Elections: Officer positions up for election shall be elected by a majority at a General Membership meeting by written ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with on motion and election held by voice vote. Elections shall be normally held in the month of May, unless postponed on motion by a majority vote at a General Membership meeting.

Section 3. 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. Outgoing officers shall work with their successors for a period of time that is necessary to ensure an orderly transition.

****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.

****Section 5.** Officers shall assume their official duties annually on **July 1st**. 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 resignation or death of President, the Vice President - IS shall assume the duties on an acting basis of said office until such time as a replacement can be nominated and elected at the first general membership meeting that can be held in due course for the balance of the unexpired term. In the event of other vacancy, the President shall appoint an acting officer until such time as a replacement can be nominated and elected at the first general membership meeting that can be held in due course for the unexpired term. Election procedures shall be in line with those in Section 2 of this Article.

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 3 members who shall be elected by 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;
3, 5, or 7
- b. 2 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 committee 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
- e. members shall be informed of the report of the Nominating Committee.
- f. 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;
- g. 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

h. Nominees from the floor shall have given 5 days' notice before the general membership meeting at which
5 through 20

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 General Membership meetings of the Local PTA, meetings all of the Executive Committee, and meetings of the Board of Directors; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the General Membership, by the Executive Committee, or the Board of Directors; 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 in order that the purposes of the Local PTA may be promoted; shall act as back up to the Vice Presidents; and shall have the power to appoint replacement officers, in accordance with Article VI Section 6, and all committee chairpersons, when vacancies occur.

Section 2. The Vice-President:

- a) - Intermediate School shall act as an aid to the President; 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 President 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 chairperson.
- b) - Primary School shall act as an aid to the president; 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 primary 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 act as an aide to the President; shall record the minutes of all meetings of the General Membership, Executive Committee, and the Board of Directors; shall have a copy of the approved bylaws and the membership listing at all meetings; shall keep copies of any other records. as deemed appropriate by the General Membership, Executive Committee, or the Board of Directors; shall maintain 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 act as an aid to the President; shall conduct the general correspondence of the General Membership, Executive Committee, Board of Directors, and, to the extent deemed necessary, the individual officers and committee chair persons, 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. 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 examined annually or upon change of officer, by an auditor (CPA) or an auditing committee of not less than 3 members, who 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 auditor (CPA) or the auditing committee shall be appointed by the president with approval of the Board of Directors and shall report at the annual meeting.

Section 6. Additional Treasurer Duties:

- a. The Treasurer shall, 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, the Executive Committee, 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.

Section 7. Executive Committee

- a. Members: The Officers of the Local PTA shall comprise voting members of the Executive Committee. A majority of those serving shall constitute a quorum.
- b. Duties: On behalf of the Local PTA, the Executive Committee is responsible for:
 - creating committees, as authorized in Article X of these bylaws;
 - setting meeting agendas;
 - approving expenditures to the extent of previously approved budget limits;
 - the long term planning, development of procedures and the proposition of policy;
 - meeting to address and decide on emergency or urgent issues to the extent that it is impractical to have a special Board of Directors meeting and/or General Membership meeting. Any decisions arising from such, shall be reported, and supported by minutes, at the next scheduled meeting of the Board of Directors or the General Membership.

Article VIII: Board of Directors

Section 1. Members:

- a. **Each board member shall be a member of this PTA;
- b. The Board of Directors shall consist of the officers and the committee chairpersons of the Local PTA;
- c. A majority of the officers and at least 4 committee chairpersons shall constitute a quorum.

Section 2. Duties: The Board of Directors shall be responsible:

- a. for approving the annual budget;
- b. for approving any adjustments to the annual budget;
- c. for approving the annual audit;
- d. for approving Local PTA policies;
- e. for approving or conducting any audits or investigations on any Local PTA matter;
- f. for addressing, discussing and/or deciding on any urgent issue where it is not practical for a General Membership meeting. Such actions shall be reported and supported by minutes at the next General Membership meeting.

Section 3. Meetings: The Board of Directors shall meet at least once per year, generally at the beginning of the school year, in order to at least approve the annual budget and the annual audit. Additional meetings may be called by the President, as needed, or by a minimum of 3 members of the Board. Such notice and purpose shall be made by the Recording Secretary.

Article IX: General Membership Meetings

Section 1. Only members who are in good standing as defined in Article V shall be eligible to participate in the business of this Local PTA.

Section 2. The Executive Committee shall be responsible for the annual scheduling of at least three regular meetings to occur during the school year. Such schedule shall be provided to the General Membership at least 30 days in advance of the first scheduled meeting.

Section 3. Such regular monthly meeting may be canceled and/or rescheduled by a vote of the Executive Committee, however, provided that at least three meetings are held during the school year.

Section 4. Special meetings may be called by the President, or any three members of the Executive Committee, or any three members of the Board of Directors, or any three members of the General Membership, provided written request is forwarded to the Recording Secretary and notice is sent to the General Membership at least 10 days in advance of such scheduled meeting.

Section 5. A minimum of 10 members shall constitute a quorum.

Section 6. In the event of not reaching a quorum, such meeting shall be held as an Executive Committee meeting, provided that a quorum can be reached for such a meeting, as stated in Article VII Section 7a, and provided the previous General Membership meeting was held with a quorum present.

Article X: Standing, Activities and Ad-Hoc Committees

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

Section 2. Definitions:

With the exception of the Nominating Committee, which can be found in Article VI Section 8, the following are the types of committees for this local PTA:

- a. Standing - Permanent committee(s) which oversees specific administrative responsibilities. The current standing committees are: Audit and Bylaws. Standing committees are coordinated by the President and led by a Chairperson(s) appointed by the President, with the approval of the Board of Directors. Such standing committee(s) are established by the Board of Directors.
- b. Activities -Semi-Permanent committee(s) which oversees activities that are social and/or fundraising in nature. Such activity committee(s) exist as long as that activity is still in place. Activity committees are coordinated by the Vice President for the school that the activity exists for. and on recommendation by that Vice President. are led by a Chairperson(s) appointed by the President. An exception to this rule is any committee whose activity is for the benefit of more than one school and cannot be easily separated by school. Such committee(s) is then coordinated by the President and led by a Chairperson(s) appointed by the President. Such activities committee(s) are established by the Executive Committee.
- c. Ad-Hoc -Temporary committee(s) which oversee a special, specific goal. Such committee(s) can be administrative or activities based in nature. Such committee(s) can be established by the Executive Committee, the Board of Directors, or the General Membership. Ad-Hoc committees are coordinated by the President and led by a Chairperson(s) appointed by the President, if established by the Executive Committee, or with the approval by the Board of Directors, if established by the Board of Directors, or with the approval of the General Membership, if established by the General membership.

Section 3. Chairperson(s), in the case of standing or activities committees, serve for a period of one year, with annual reappointments, as applicable. In the case of Ad-Hoc, Chairperson(s) 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.

Section 4. The president shall be ex-officio member of all committees except the nominating and auditing 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 Cape May 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 as prescribed in these bylaws (Appendix A);
- 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 October 15th, a copy of the Annual Audit report to verify that the Local PTA treasurer's books have been audited;
- 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. Bylaws of the National PTA;
- c. Bylaws of the New Jersey PTA; or
- d. 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 region directors and/or County President/Advisor 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: Disaffiliation/Withdrawal of Charter

Section 1: If a local PTA is considering disaffiliation the following procedures must be followed:

- a. A local PTA Executive Committee considering recommending to its general association a resolution to disaffiliate must afford the Council President and/or another New Jersey PTA representative an opportunity to speak to the Board of Directors prior to its taking any action on such a proposal. If the Board of Directors, then votes to present to its general membership a motion to disaffiliate, it must inform, in writing, the Council President, the New Jersey PTA President and its general membership at least 30 days prior to the next general membership meeting that the motion to disaffiliate will be considered.

- b. The Council President and/or New Jersey PTA President and/or another New Jersey PTA representative must be afforded the opportunity to speak at the local PTA meeting, to the membership, prior to action being taken by the local PTA on the proposed resolution to disaffiliate.
- c. Approval to disaffiliate requires a two-thirds vote, by written ballot, a quorum being present. Only those members who are in good standing on the date the written notice of the proposal to disaffiliate is sent may vote.
- d. Disaffiliation and dissolution shall take effect within 60 days.

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

- a. To yield up and surrender all of its books and records and all of its assets and property to the New Jersey PTA or to such agency as may be designated by the New Jersey PTA or to another local PTA organized under the authority of the New Jersey PTA
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the New Jersey PTA or any status as a constituent association of the National PTA;
- c. To carry out promptly, under the supervision and direction of the New Jersey PTA, all proceedings necessary or desirable for the purpose of dissolving such local PTA.

Section 3: The New Jersey PTA is required by law to notify immediately, 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 disaffiliated or had its charter withdrawn and 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 I 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.

Appendix A: Local PTA Standards of Affiliation

#	Requirement	Form	Due	How to Submit
1	Payment of NJPTA Membership Dues and Membership Roster entry	Into PT Avenue with invoice from NJPTA	The 15 th of each month beginning October 15 th	Send Money to NJPTA & Entry into PT Avenue
2	Submission of Local PTA Officers	PT Avenue	June 30 th	Entry into PT Avenue
3	Local PTA Bylaws	Electronic Filing	Update and review every three years	E-mail to NJPTA for review
4	Local PTA Audit Report	Audit Report Form	By October 15 th	Mail or Fax to NJPTA
5	IRS Form 990N, 990EZ with Schedule A, or 990 with Schedule A	IRS 990 N or 990 EZ, or 990	By November 15 th	990 N- online filing 990 EZ or 990 via mail to IRS
6	NJPTA IRS 990 Verification Form	NJPTA IRS 990 Verification Form	By November 15 th	Mail or Fax to NJPTA
7	NJ CRI 200 or CRI 300R (Charities Renewal- if registered)	NJ CRI 200 or NJ CRI 300R with Fee	By December 31 st	Mail to NJ Consumer Affairs along with payment
8	NJ Annual Report (applicable only if incorporated)	NJ Annual Report Online Filing with Fee	The anniversary of your PTA's original incorporation date	Online filing with electronic payment