

NJPTA BYLAWS and PROCEDURES

Presenters

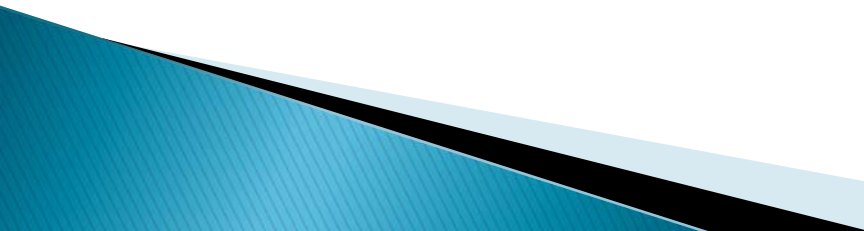
Cathy Lindenbaum

NJPTA Bylaws and Procedures Chair

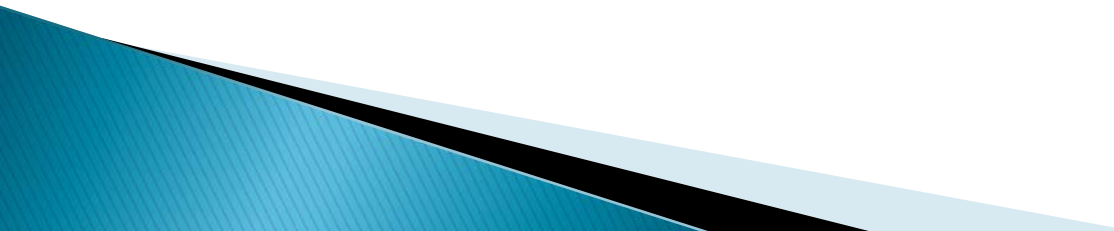
Mary Scout

NJPTA Parliamentarian

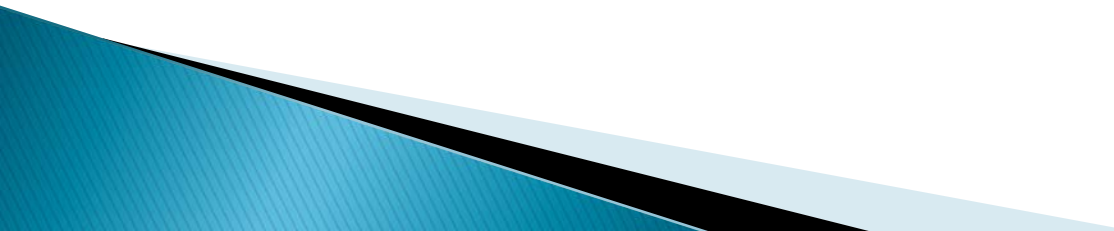
Purpose of Bylaws

- ▶ Concrete document that outlines the internal structure of the association
 - ▶ Document that is adopted by the general membership and can be amended
 - ▶ In order to remain in good standing bylaws must be up to date
 - ▶ Cannot be suspended at any time
 - ▶ Must carry membership approval
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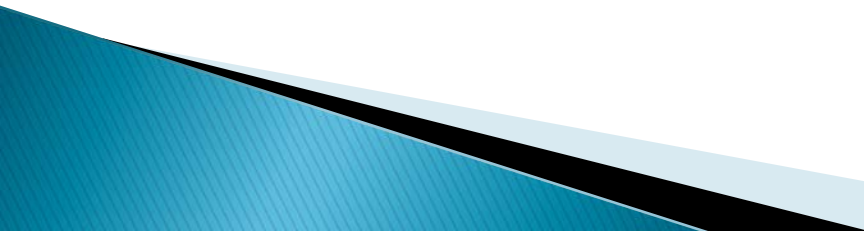
Timeline for Reviewing Bylaws

- ▶ Call NJPTA office for four copies of bylaw books
 - ▶ Committee should review bylaws once every three years
 - ▶ All blanks in the bylaws must be completed
 - ▶ Other words and phrases must be correctly indicated in accordance with the local membership's action
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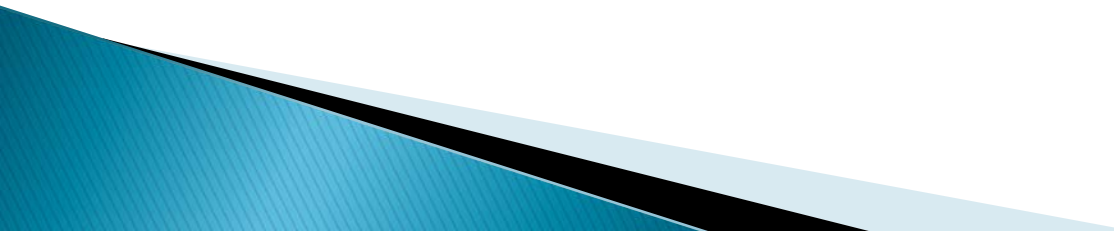
Submitting Bylaw Amendments

- ▶ Proposed amendment must be submitted to membership and voted on
 - ▶ Identify by article and section
 - ▶ Must be properly worded
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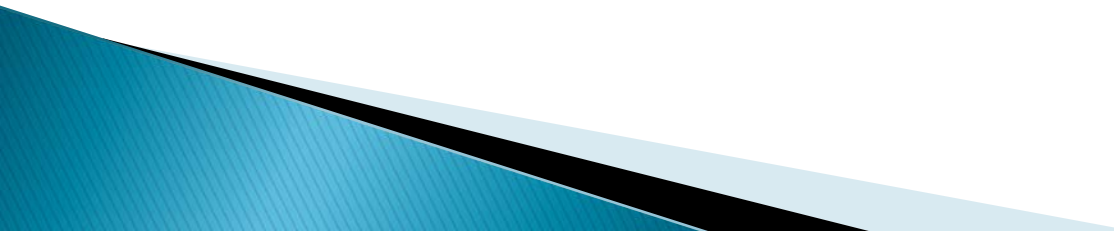
Approval Procedure

- ▶ Present bylaws to Executive Board
 - ▶ Notice should go out 25 days before meeting for first reading
 - ▶ Notice of the proposed amendment(s)/bylaws must be given at least 25 days notice prior to the meeting in which action is to be taken
 - ▶ Bylaws and amendments need a 2/3 approval
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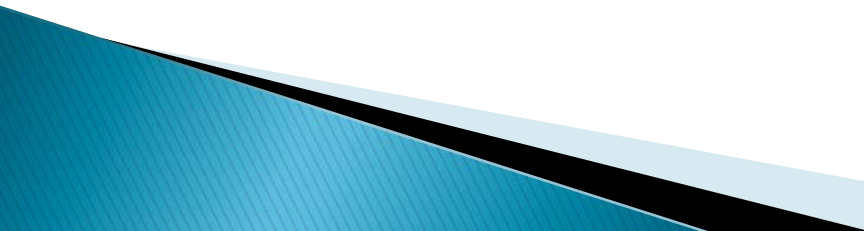
Submitting bylaws

- ▶ Once general membership approves bylaws or amendments all four copies must be sent to COUNTY CHAIR
 - ▶ Only the County Chair should be submitting bylaws and amendments to state chair
 - ▶ Questions should be directed to County Chairs
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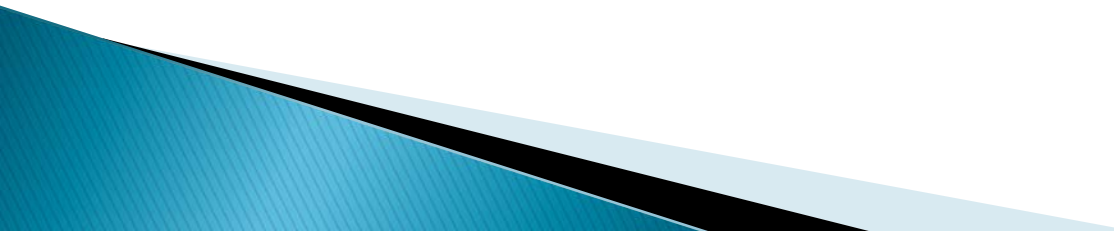
Keeping Bylaws Safe

- ▶ Recording Secretary must keep Official copy of bylaws
 - ▶ Duplicate copy to President and Bylaws chair
 - ▶ Make copies for officers
 - ▶ Give copies to members on request
 - ▶ Non members can read bylaws in presence of President or Recording Secretary
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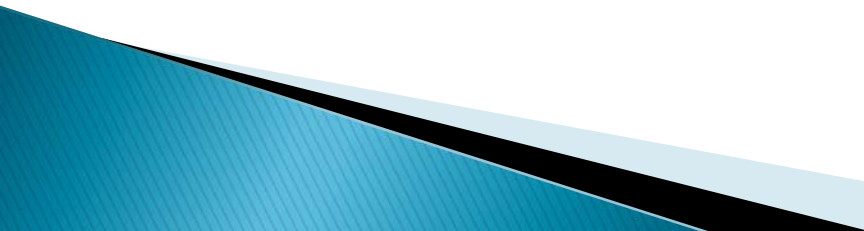
Standing Rules

- ▶ The duties of this committee should fall under the bylaws chairman
 - ▶ Bylaws should be used as outline
 - ▶ Functions/Procedures of your PTA should be spelled out
 - ▶ When committee is finalized the standing rules they must be presented to the executive board for their approval. A majority vote (half plus one) of those present with a quorum established.
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Standing Rules

- ▶ Standing rules should be copied and given to ALL Board members for their procedure book
 - ▶ Standing rules can be amended at any meeting of the executive board with a majority vote(half plus one) provided a quorum has been met.
 - ▶ Standing rules are a valuable tool for your PTA
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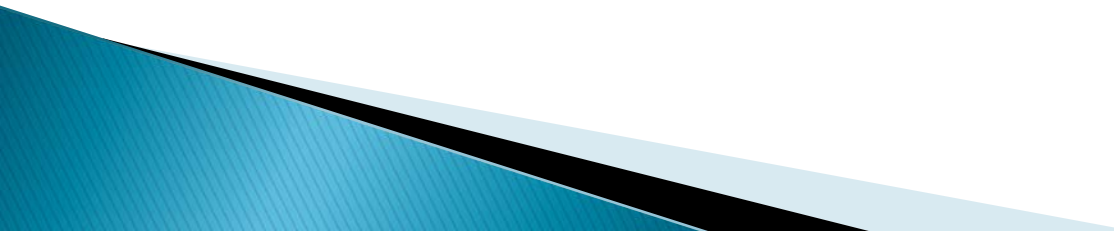
What to include in Standing Rules

- ▶ Who prepares /approves PTA event calendar
 - ▶ How are the committee members selected–article X in bylaws
 - ▶ Officer's and Chairman's responsibilities/job descriptions
 - ▶ Who prepares /sends out notices to membership
 - ▶ Who approves notices
 - ▶ How are the notices sent home
 - ▶ PTA deadlines should be listed
 - ▶ Who attends County meeting/dinners
 - ▶ Who attends convention/leadership etc
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Finance Code

- ▶ How money is reimbursed
- ▶ How and who counts money at PTA events
- ▶ How long it should take to be given to treasurer
- ▶ How long it should be before bank deposit is made
- ▶ How long receipts need to be handed in
- ▶ When is report due
- ▶ Amount spent on hospitality for Board members/teachers/ administrator/students etc
- ▶ Amount allowed for convention/leadership/county trainings
- ▶ After committee meets the same approval process as in standing rules
- ▶ Executive board votes majority(half plus one provided a quorum has been met)

FAQ

- ▶ Quorum??
 - ▶ Honorary positions
 - ▶ Principal is on Executive Board
 - ▶ Items ** cannot be changed
 - ▶ Dues
 - ▶ Incorporation
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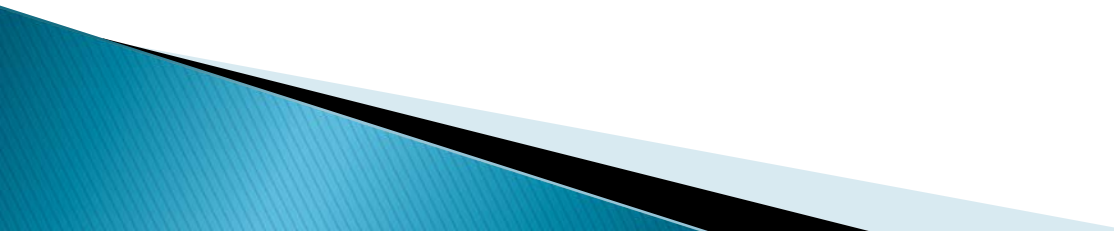
Rules, Rules, Rules

Order of Importance

- ▶ Federal and State non profit rules
- ▶ Articles of incorporation
- ▶ Bylaws
- ▶ Roberts Rules of Order– operational unless listed in bylaws

“Start with good people, lay out the rules, communicate with your employees, motivate and reward them. If you do all those things effectively, you can’t miss.” Lee Iacocca

Duty of Obedience

- ▶ Follow the association's governing documents (Articles of Incorporation and Bylaws) to carry out the association's mission and objects
 - ▶ Comply with federal and state non profit laws
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Officers Duties

- ▶ Secretary

 - Keeper of official copy of bylaws, membership list and minutes

 - Provides minutes for every meeting

 - Is the third signature on the account

- ▶ Treasurer

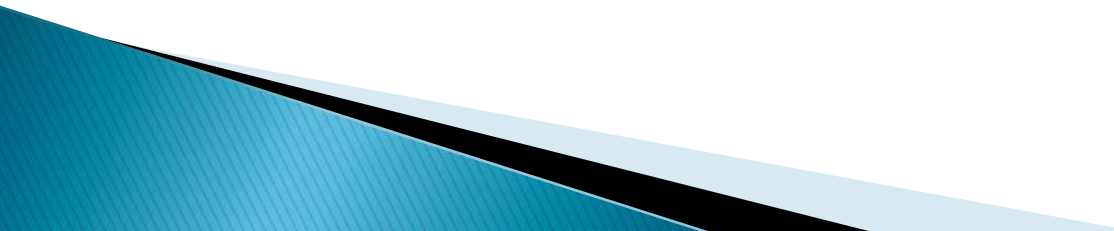
 - Provides a report at EVERY MEETING

 - Ensures audit gets done

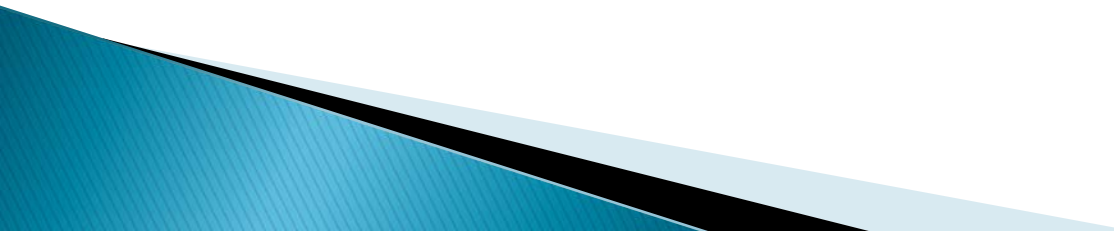
 - Is one of the signatures on the account

 - Remits state and national portion of dues to state office on the 15th of every month

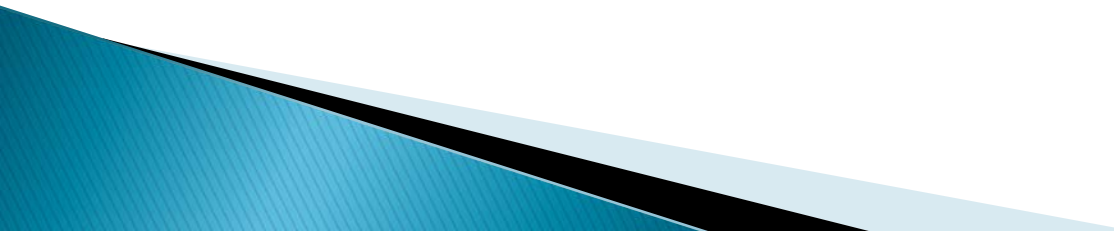
Committees

- ▶ Standing committees should be listed by name in bylaws/standing rules
 - ▶ Have minutes of meetings
 - ▶ Chair provides a report to the Board
 - ▶ Types of committees
 - ▶ Standing–ongoing; chair is part of Board
 - ▶ Special–appointed for a specific reason
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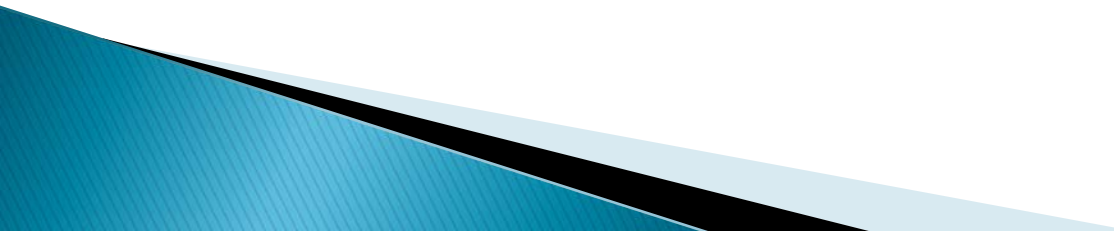
Nominating Committee

- ▶ President is not a member and is not in the “loop”
 - ▶ Identify the “best” candidate for each office
 - ▶ This is the most important committee
 - ▶ Needs to continue working until all positions are filled within the bylaws rules
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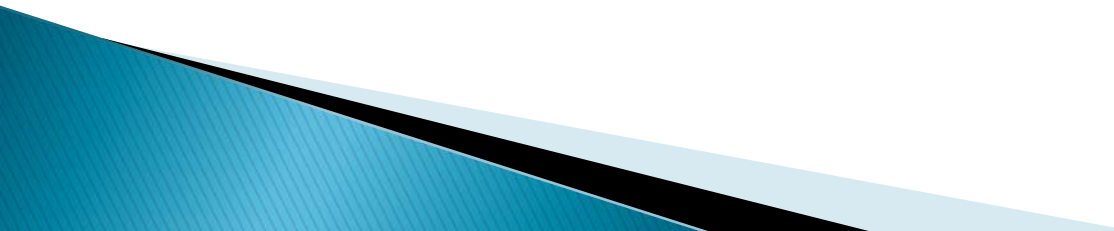
Types of Meetings

- ▶ General Membership–all your members
 - ▶ Executive Board– officers and committee chairs
 - ▶ Executive Committee– officers and bylaws and procedures chair
 - ▶ Special meetings–board or membership called for a specific reason
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Quorum

- ▶ Defined in your bylaws for each type of meeting
 - ▶ Usually defined as the “majority” for board and committee meetings
 - ▶ **NO QUORUM–NO BUSINESS**
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Robert's Rules

- ▶ Use when bylaws doesn't address a situation
 - ▶ Assists with procedures during a meeting
 - ▶ Always have a copy on hand
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Motions

- ▶ Before a discussion takes place a motion is made
ex. “I move that

action to take place, who, by when (this needs to be seconded)

or


“on behalf of the x committee.....(this does not need a second)

action to take place, who, by when

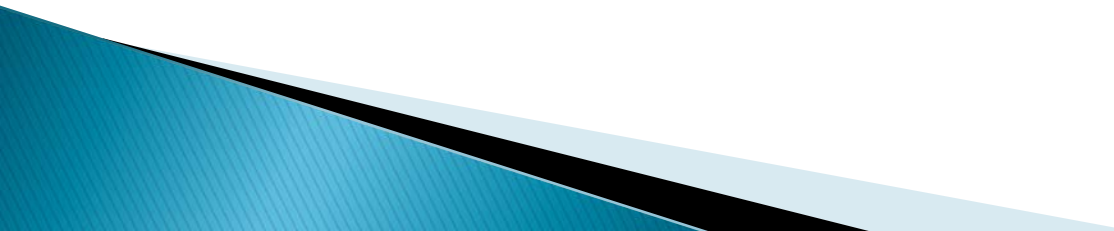
Discussion to take place (make sure both sides of the positions have time to speak)

The person who made the motion speaks first to their motion

Amending a Motion

- ▶ Move to amend a motion by:
 - ▶ Striking a word
 - ▶ Inserting a word
 - ▶ Striking a word and inserting a word between the words "...” and “..”
 - ▶ Adding words at the end of a sentence or paragraph
 - ▶ by substitution
 - ▶ The amendment must be voted on before the pending motion
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Voting

- ▶ Different situations have different voting requirements
 - ▶ Majority vote in most situations
 - ▶ 2/3 votes when adopting bylaws and bylaw amendments; and other situations
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How Voting is Conducted

- ▶ Voice vote
- ▶ Ballot vote
- ▶ Rising vote
- ▶ Roll call vote

Presidents may vote:
To make or break a tie
A ballot vote

Resources

- ▶ New Jersey PTA www.njpta.org
 - ▶ National PTA www.pta.org
 - ▶ Board Source www.boardsource.org
 - ▶ National Council of Nonprofits
www.councilofnonprofits.org
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