



Local PTA Bylaws Template Worksheet

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

Cover Page

Name: _____ (DO NOT INCLUDE PTA/PTSA/SEPTA)
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.

PTA/PTSA/SEPTA: _____

Council/County: _____
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.

The remainder of the page will be filled out once approved.

Pertinent Local PTA Information Page

Local PTA Number: _____
This number was assigned to the PTA by the National PTA when it was chartered. It is vital that this appears here and on all correspondence. If unknown you may check this on your MemberHub account.

EIN: _____
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 #: _____
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.

CRI #: _____
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.

Incorporation Date and Number: _____
If your PTA is incorporated with the State of New Jersey the date should be placed here.

Local PTA Dues Amount: _____
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 family memberships or Membership Packages must allow for \$4.00 per member to be submitted.

Membership Approval Date: _____
This would be the date that 2/3 of your General Membership in attendance approved the bylaws prior to submission.

Municipality: _____

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/National PTA.

Number of Vice Presidents: _____

Only the number of VPs is needed. The duties or titles of each VP may be placed in the Standing Rules. If you have a President-Elect please e-mail bylaws@njpta.org and we will add in your template.

Secretary(ies): Your choices for this section are:

_____ : A Secretary or

_____ : A Recording Secretary and a Corresponding Secretary

Officers are elected annually or biennially: _____

This is a drop-down option to choose either Annually or Biennially. 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 indicated).

Month Officers are Elected: _____

Officer elections must take place in April, May, or June.

Term of Office Length (Years): _____

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

If you have staggered elections, meaning you elect some officers in the odd years and the remaining officers in the even years- you must indicate which officers are elected in which year:

Group A (Even Year): _____

Group B (Odd Year): _____

General Membership Meeting Quorum Number: _____

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 as officers. It is important that the quorum be set to reflect the number of members who could reasonably be expected to attend any meeting. A good formula for a minimum quorum is two times the number of your officers plus one additional member.