



New Jersey PTA Bylaws

NEW JERSEY PTA - UPDATED MARCH 2019

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ARTICLE I- NAME

The name of this association is the New Jersey Congress of Parents and Teachers, Inc. It is also commonly known as and will be referred to in these bylaws as the "New Jersey PTA." The New Jersey PTA is a non-profit association organized under the laws of New Jersey.

**** ARTICLE II – PURPOSES**

Section 1: The purposes of the New Jersey PTA, in common with those of National 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 New Jersey PTA in common with those of the National 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- CONSISTUENT ASSOCIATIONS**

Section 1: The constituent association of New Jersey PTA include: Local PTAs, PTSAs, SEPTAs, or SEPTSAs organized under the authority of the New Jersey PTA. They will also include Council PTAs/PTSAs organized under the direct authority of New Jersey PTA.

Section 2: The New Jersey PTA Board of Directors shall determine criteria for establishing constituent associations and setting standards for continuing affiliation with the New Jersey PTA and National PTA.

Section 3: There shall be no proxy voting by any constituent association of the New Jersey PTA.

Section 4: The purposes and basic policies of the New Jersey PTA shall in every case also be the purposes and basic policies of each constituent association.

Section 5: Each constituent association shall adopt bylaws for the governance of the association. Such bylaws shall not be in conflict with National PTA or New Jersey PTA Bylaws. Such bylaws shall include an article on amendments and shall include a provision establishing a quorum.

Section 6: Each Officer or Board Member of a constituent association shall be a member of a local PTA, PTSA, SEPTA, or SEPTSA within its area. Each officer shall have completed annual leadership training provided by or approved by New Jersey PTA.

ARTICLE V – MEMBERS AND DUES

****Section 1:** Every individual who is a member of a local PTA is, by virtue of that fact, a member of the National PTA and of the New Jersey PTA by which such 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:** Each member of a local PTA shall pay such annual dues to the local PTA 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 4:** The National PTA portion of each member’s dues shall be two dollars and twenty-five cents (\$2.25) per annum.

****Section 5:** The amount of the New Jersey PTA portion of each member’s dues shall be one dollar and seventy-five cents (\$1.75) per annum.

****Section 6:** The treasurer of each local PTA shall send the portion of national and state dues of the individual members to the state office by the 15th of each month starting October 15th.

Section 7: Members 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 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. The sponsoring local PTA, county or state PTA shall pay an application fee of \$75.00 to the New Jersey PTA. Life Members shall be entitled to attend the annual state convention as an accredited delegate upon payment of the registration fee. Life Members may become or continue as active members of a local PTA upon payment of current dues at the local level.

- C. State Members shall be those who are members of the Garden State PTA and who have paid their current per capita dues of \$10.00. 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 annual state conventions as an accredited delegate upon payment of the registration fee.

****Section 8:** Members who are under the age of 18 years are prohibited under New Jersey law from signing contracts that bind the members of a local PTA, council, or the New Jersey PTA.

ARTICLE VI – NOMINATING COMMITTEE

Section 1: The Nominating Committee shall be elected by the State Board of Directors from among the members of the Board of Directors. No member shall serve on the committee for more than one term of one year consecutively.

Section 2: It shall consist of five (5) members of the Board of Directors representing three (3) different regions and five (5) different counties.

Section 3: Two (2) alternates for the Nominating Committee shall be elected from the other regions/counties not represented on the Nominating Committee (the two alternates shall not be from the same county).

Section 4: Nominations for members of the Nominating Committee shall be made at the second Board of Directors meeting of the election year. Elections shall be by a ballot vote and a plurality vote shall elect. The Nominating Committee shall select its own chairman.

Section 5: The Nominating Committee shall consider the qualifications of all candidates for elected offices, Region Directors and standing committee chairman proposed by any member. Names submitted to the committee shall be accompanied by a statement of qualifications.

Proviso: Effective for the election of region directors in 2019.

Section 6: The Nominating Committee shall submit one name for each officer and each Region Director position to be filled. Nominees from the floor shall have given thirty (30) days notice before the beginning of the annual convention of their intent to run. Notification must be given in writing to the New Jersey PTA President, Secretary and Nominating Committee Chairman.

Section 7: The committee shall report its slate of nominees immediately to the president, as a courtesy, and to the members of the Board of Directors and to the local

PTAs no later than sixty (60) days prior to convention, and shall at the first business meeting of the annual convention, report its nominees to the delegates.

ARTICLE VII – OFFICERS

Section 1: Officers of the New Jersey PTA shall be a President, a President-Elect, a Vice President of Leadership Development, a Vice President of Advocacy, a Secretary and a Treasurer.

Section 2: Officers shall serve for a term of two (2) years or until their successors are elected. They shall take office July 1st following the spring convention at which they were elected.

Section 3: For the purpose of nominations and elections, the Officers shall be elected in the odd-numbered years.

Section 4: The vote shall be conducted by ballot and a plurality vote shall elect. The official ballot shall list the names of all nominees. When there is only one candidate for any office, that election shall be held by voice vote.

Section 5: The following provisions shall govern the eligibility of individual to be officers of the New Jersey PTA:

- A. Each candidate for office shall have served at least two years on the Board of Directors except the candidate for the office of President and President-Elect who shall have served at least four (4) years on the Board of Directors, within the past ten (10) years.
- B. Each candidate shall be a member of a local PTA chartered by the New Jersey PTA
- C. No officer may be eligible to serve more than two (2) terms in the same office except for the president and President-Elect who shall serve for only one (1) two-year term.
- D. An officer having served less than one year shall be eligible for re-election to the same position.
- E. A person who has served in an office for more than half of a full term shall be deemed to have served a full term in such office.
- F. State committee chairmen are eligible for election to a state office but upon election must immediately resign their chairmanship.
- G. No person shall hold more than one office at a time.
- H. Past Presidents of the New Jersey PTA cannot serve as an officer.

Section 6: A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the President-Elect. The vacancy in the office of President-Elect shall be filled at the next convention by the voting body. If the position of President-Elect becomes vacant in

the second year of the President's term, the offices of President and President-Elect shall be filled at the next convention by the voting body. In the interim, the duties of the President-Elect shall be delegated by the President to a member of the current Board of Directors who has served two years on the Executive Committee. A vacancy in any office other than the President-Elect shall be filled by the New Jersey PTA Board of Directors.

- A. In filling vacancies, a vote by ballot shall be taken, if more than one candidate is nominated.
- B. A majority vote shall be necessary to elect, provided a ten-day notice of the election has been given to all members of the New Jersey PTA Board of Directors. Otherwise, it shall require a two-thirds vote.
- C. After the second ballot, a plurality vote shall elect.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1: The President shall:

- A. Preside at all meetings;
- B. Serve as an ex-officio member of all committees except the Nominating Committee and Internal Audit Committee;
- C. Appoint a representative to the National Council of States;
- D. Conform to the requirements under the National PTA Standards of Affiliation;
- E. Appoint the convention chairman;
- F. Perform such other duties as may be provided for by the New Jersey PTA Standing Rules, prescribed by the parliamentary authority, or directed by the Board of Directors.

Section 2: The President-Elect shall:

- A. Act as an aide to the President who shall assign duties;
- B. Serve as an ex-officio member of all committees except the Nominating Committee and Internal Audit Committee;
- C. Serve as President in the absence or inability of the President to fulfill responsibilities;
- D. Automatically become President upon completion of the term of the current President;
- E. Perform such other duties as may be provided for by the New Jersey PTA Standing Rules, prescribed by the parliamentary authority, or directed by the Board of Directors.

Section 3: The Vice President of Leadership Development shall:

- A. Be responsible for Field Service and provide leadership training to the local PTAs;
- B. Perform such other duties as may be provided or by the New Jersey PTA Standing Rules, prescribed by the parliamentary authority, or directed by the Board of Directors.

Section 4: The Vice President of Advocacy shall:

- A. Supervise activities of designated Chairmen and report activities to the Executive Committee;
- B. Perform such other duties as may be provided for by the New Jersey PTA Standing Rules, prescribed by the parliamentary authority, or directed by the Board of Directors.

Section 5: The Secretary shall:

- A. Keep an accurate account of all meetings;
- B. Be prepared to read the minutes of the past year;
- C. Perform such other duties as may be provided for by the New Jersey PTA Standing Rules, prescribed by the parliamentary authority, or directed by the Board of Directors.

Section 6: The Treasurer shall:

- A. Maintain a full account of the funds of the New Jersey PTA;
- B. Cause to be kept, a full and accurate account of the receipts and disbursements of the New Jersey PTA;
- C. Render a written statement to the Board of Directors at each meeting;
- D. Present an annual report of the financial condition of the association;
- E. Perform such other duties as may be provided for by the New Jersey PTA Standing Rules, prescribed by the parliamentary authority, or directed by the Board of Directors.

ARTICLE IX –BOARD OF DIRECTORS

Section 1: The voting members of the Board of Directors shall be: the elected officers, the immediate past president, region directors, county presidents, appointed standing committee chairmen, and members at large. The non-voting members shall be a Youth Representative and the Federal Legislative Chairman (if not a member of the Board of Directors).

- A. No person shall serve on the Board in more than one capacity.
- B. The President, with the approval of the Board of Directors, shall appoint three (3) members at large to serve as Board of Directors members with all the rights and responsibilities set forth. These members at large must be a PTA member but do not need to have any experience on the State Board, County Board, or a Local PTA.

Section 2: The Board of Directors shall be known as the trustees for the New Jersey PTA, with the exception of those members carrying honorary titles.

Section 3: The Board of Directors shall manage the affairs of the New Jersey PTA between conventions, except that of modifying any action taken by the convention.

Section 4: The duties of the board shall be

- A. To create such state committees as necessary to carry on the work of the New Jersey PTA.
- B. To fill vacancies occurring with standing committee chairmen and youth representative. Notice of such action to be given to all members of the board.
- C. Provide for the organization of councils within the state,
- D. Provide for the organization of regions within the state.
- E. Approve prior to the start of the fiscal year the budget for the ensuing year.
- F. To take positions on behalf of the association consistent with its objects and resolutions between annual convention.

Section 5: All business with the exception of voting for officers and chairmen may be transacted by mail, email or telephone, if necessary. All members of the Board of Directors shall be polled.

Section 6: If any officer or member of the Board of Directors shall cease to meet the qualifications or fulfill the duties of the position upon the recommendation of the Executive Committee, that person may be removed from office or from the Board of Directors by a 2/3 vote at any board meeting.

Section 7: Meetings

- A. Organization and Reorganization Meetings shall be held prior to the start of the next fiscal year. The organization meeting shall be chaired by the incoming President.
 - i. Organization meetings are held in the odd-numbered year.
 - ii. Reorganization meetings are in the even-numbered year.
 - iii. Those obligated to attend are newly elected officers, continuing officers, Region Directors, continuing standing committee chairmen (reorganization meeting), County Council Presidents and the immediate Past President.
 - iv. Elect Standing Committee Chairmen as outlined in Article XI, Section 1.
 - v. Elect a youth member for a one-year term.
- B. Regular Meetings: Shall be held at least four (4) times during the fiscal year as determined by the Board of Directors. The date and location shall be determined by the President with the approval of the Board of Directors. Notice of time and place of each regular meeting shall be given at least twenty-one (21) days prior to the meeting.
- C. Special Meetings: May be called by the President or when requested by a majority of the Board of Directors, seven (7) days' written notice of a special

meeting shall be given to the Board of Directors and state the purpose of the meeting.

Section 8: Quorum: A majority of the voting members of the Board of Directors shall constitute a quorum at all meetings of the Board of Directors.

ARTICLE X – EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the elected officers and the Procedure and Bylaws Chairman. The immediate past president shall serve ex-officio for one year following installation of the current president.

Section 2: Meetings shall be held at least three (3) times per year, the date and location to be set by the President with the approval of the Executive Committee. Special Meetings of the Executive Committee may be called by the President or when requested by a majority of the Executive Committee. Seven (7) days notice of a special meeting shall be given to all Executive Committee Members and shall state the purpose of the meeting.

Section 3: A majority of the members of the Executive Committee shall constitute a quorum.

Section 4: The Executive Committee shall:

- A. Transact business referred to it by the Board of Directors.
- B. Act in emergencies between meetings of the board.
- C. Make a report at each meeting of the Board of Directors.
- D. Fill a vacancy occurring in an office, as an acting officer, other than the President and President-Elect, until the vacancy is filled by an election at the next meeting of the Board of Directors.
- E. Fill a vacancy occurring in a chairmanship or region director position, as an acting position, until the vacancy is filled by an election at the next meeting of the Board of Directors.
- F. Appoint annually prior to the start of the fiscal year, a certified public accountant to audit the records of the New Jersey PTA and submit an audited financial statement at the annual convention.
- G. Determine the salaries of employees upon recommendation of the Advisory Committee on Finance.
- H. Upon recommendation of the Human Resource Committee engage the employees as may be necessary to carry on the work of the New Jersey PTA and terminate such service when they are no longer required. In an emergency, the President has the authority to hire an employee on an interim basis.
- I. Approve the Employee Manual and subsequent revisions to it.
- J. Approve the date and place of the convention.

- K. Assign Region Directors to a particular region, consideration will be given to requests from local PTA for the assignment of Region Director.
Proviso: Effective July 1, 2019

Section 5: All business with the exception of voting for officers and chairmen may be transacted by mail, email, or telephone, if necessary. All members of the Executive Committee shall be polled.

ARTICLE XI – COMMITTEES

The New Jersey PTA shall have Standing Committees as deemed necessary to promote the objects, interests and management of the association. Each committee shall fulfill its duties as outlined in the Standing Rules of the New Jersey PTA.

Section 1: Standing Committee Chairmen shall be those as listed in the New Jersey PTA Standing Rules and must include the chairman as stated in Article X, Section 1 of these bylaws. The total number of chairmen shall not exceed fifteen (15).

- A. The Chairmen shall be appointed by the President with the advice of the officers and the approval of the executive Committee. Chairmen shall begin their term on July 1st following their appointment.
- B. Shall serve for a term of two (2) years, or until their successors are appointed. Shall be eligible for re-appointment but shall not serve for more than two terms.
- C. Vacancies shall be filled by the President with approval of the Executive Committee.

Section 2: Special committees are those appointed by the President, Executive Committee or the Board of Directors to fulfill a specific assignment.

- A. Special committees shall fulfill their obligations as directed by the creating body and shall go out of existence upon completion of their assignments.
- B. The first person assigned/elected to the committee shall call the first meeting of the committee. Unless directed by these bylaws, the chairman for a special committee shall be elected by the committee at its first meeting.
- C. A majority of those listed, as serving on the committee shall constitute a quorum for all meetings of the committee.

ARTICLE XII – REGIONS

Section 1: The State of New Jersey shall be divided into regions for the purposes of integrating and promoting the activities of the New Jersey PTA. Regions shall be composed of the counties within a designated boundary as established by the Board of Directors.

Section 2: Each region shall hold an annual meeting during each fiscal year.

Section 3: Region Directors shall serve on the Board of Directors with full privileges and responsibilities:

- A. Region Directors shall serve for a term of two (2) years, or until their successors are elected. No Region Director can serve for more than two (2) consecutive terms.
- B. Region Directors must have served at least two years on a county council board or as a local PTA officer and be a member of a local PTA within their designated region unless in the position of filling a vacancy.
- C. Region Directors shall fulfill their duties as outlined in the Standing Rules of the New Jersey PTA.

Section 4: Nominations – Nominations for Region Directors shall be made by the NJPTA Nominating Committee.

Section 5: Elections

- A. Region Directors shall be elected by the general membership at the convention held in the odd-numbered calendar years.
- B. Intent to run from the floor must be submitted in writing to the NJPTA President, NJPTA Secretary and NJPTA Nominating Committee Chairman thirty (30) days before the election.
- C. A plurality vote shall elect.
- D. If there are no nominations from the floor, elections for directors shall be done by voice vote.
- E. All region directors shall take office July 1st following the spring convention at which they were elected.

ARTICLE XIII - COUNCILS

****Section 1:** A council is a group of New Jersey PTA Local PTAs within a designated area approved and authorized by the Board of Directors and must consist of at least three (3) local PTAs. Each officer or board member of a council shall be a member of a local PTA/PTSA in good standing within its area.

Section 2: The purpose of a council shall be to:

- A. Promote the purposes and mission of New Jersey PTA.
- B. Support the local PTAs in its membership.
- C. Provide for conference and cooperation among the member Local PTAs on matters of mutual concern within the council boundaries.

Section 3: A council in good standing shall:

- A. Adhere to the purposes and basic policies of the PTA.
- B. Follow the New Jersey PTA Council Standards of Affiliation as listed in the appendix of these bylaws.
- C. Meet other criteria as shall be prescribed by New Jersey PTA.

Section 4: Councils shall not legislate for local PTAs; that is a council shall not impose any action on the local PTAs. However, by a majority vote of the local PTAs in its general membership, the council may initiate action in matters of common interest within council boundaries. Councils may address legislative items or issues if the position on the legislative item or issue does not conflict with that of the New Jersey PTA Legislative Program. The council's name must be used and not that of New Jersey PTA.

Section 5: The charter of the council shall be subject to withdrawal and the status of such association as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of New Jersey PTA.

Section 6: In the event that an area is unable to form and sustain a Council, the local PTAs in membership of said area would be under the direction the Region Director.

ARTICLE XIV – STATE AND LOCAL RELATIONSHIP

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

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

- A. Meets the New Jersey PTA Local PTA Standards of Affiliation as specified in the Local PTA Bylaws.
- B. 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 may be approved by the New Jersey PTA. Such bylaws shall not be in conflict with the bylaws of the New Jersey 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:** Members of each local PTA shall be entitled to be represented at the State Convention as prescribed under Article XVII of these bylaws.

- A. Each local PTA member must be a member of the National PTA and the New Jersey PTA for at least 15 days prior to Convention.
- B. At least 15 days prior to convention, the local PTA should issue the all-inclusive membership card for the membership year to all members.

****Section 6:** All local PTAs that have paid state and national dues shall be eligible for membership in a Council. Councils shall not legislate for local PTAs.

****Section 7:** The New Jersey PTA shall provide leadership training under the supervision of the Vice President of Leadership Development to local PTAs/PTSAs to assist in the management of that PTA. A PTA may make a request for leadership training by sending the request, in writing, to the New Jersey PTA Office.

Section 8: The charter of a local PTA may be subject to withdrawal if the local PTA is found to be in violation of the bylaws of the local PTA, Bylaws of the National PTA, bylaws of the New Jersey PTA or other practices or activities that may tend to defeat the objects and basic policies of the National PTA.

Section 9: Charges of alleged violations for local or county 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 with a recommendation. After completion of its investigation the State and Local Relationship Committee shall report to the Board of Directors its findings.

ARTICLE XV – COMMITTEE ON STATE, LOCAL, AND COUNCIL RELATIONSHIPS

Section 1: There shall be a committee on state, local and council relationships consisting of five (5) current New Jersey PTA Board Members appointed by the President with the approval of the New Jersey PTA Executive Board.

Section 2: This committee shall review any alleged violations by local or county PTAs of National PTA Bylaws, the New Jersey PTA Bylaws or their own bylaws, or other practices or activities of local or county PTAs that may tend to defeat the purposes and basic policies of the New Jersey PTA and shall promptly report to the New Jersey PTA Board of Directors the results of such reviews and its recommendation for action.

Section 3: In the event the committee determines the alleged violations to be founded, the New Jersey PTA Board of Directors shall:

- A. Report the committee's findings to the local or council PTA and afford the local or council PTA an opportunity to respond to the alleged violations. Such response shall be in writing and issued within one (1) month of receipt of the committee's finding(s).
- B. Upon receipt of the local or council PTA's response(s), the New Jersey PTA Board of Directors shall determine if the local or council PTA must undertake corrective action. If it is determined that the local or council PTA will be required to undertake corrective action, the New Jersey PTA Board of Directors shall determine, by a two-thirds vote, such corrective action and the time frame in which the local or council PTA shall be required to

remediate all violations determined to be founded by the committee. The New Jersey PTA Board of Directors shall so advise the local or council PTA.

- C. The local or council PTA must take all reasonable steps to:
 - i. Implement those corrective actions directed by the New Jersey PTA Board of Directors, and
 - ii. Remediate all violations within the time frame established by the New Jersey PTA Board of Directors.
- D. If, after taking all reasonable steps, the local or council PTA should determine that it will be unable to implement the corrective actions and remediate all violations within the stipulated period of time established by the New Jersey PTA Board of Directors, then it shall immediately advise the New Jersey PTA President and request an extension of time of not more than six (6) months. The President shall immediately notify the New Jersey PTA Board of Directors of the request for an extension of time.
 - i. Upon receipt of said request from the local or council PTA, the New Jersey PTA Board of Directors shall evaluate those steps taken by the local or council PTA to remediate all violations and determine the appropriateness and reasonableness of the local or council PTA's request for an extension of time. The New Jersey PTA Board of Directors shall, by a two-thirds vote, grant or modify the local or council PTA's request for an extension of time.
 - ii. In the event the New Jersey PTA Board of Directors is unable to obtain a two-thirds vote as set forth in D. 1. above, then it shall be determined that the local or council PTA's request for an extension of time is denied.
 - iii. Once a determination is made by the New Jersey PTA Board of Directors, it shall so advise the local or council PTA.
- E. Failure of the local or council PTA to either undertake such corrective actions or remediate all violations within the stipulated or extended time frame shall result in the New Jersey PTA Board of Directors withdrawing the charter of the local or council PTA and terminating its status.
- F. A local or council PTA's charter may also be withdrawn and its status terminated if it is determined by the New Jersey PTA Board of Directors that said local or council PTA has engaged in course of conduct that has resulted in the reoccurrence of violations previously addressed through corrective measures. In determining whether to withdraw the local or council PTA's charter and terminate its status, under these circumstances, the New Jersey PTA Board of Directors shall take into consideration, at a minimum, the following:

- i. The number of reoccurring violations;
 - ii. The number of prior incidences in which the local or council PTA was directed to undertake corrective measures to remediate those prior violations; and
 - iii. The amount of time that has elapsed since the most recent incident when the local or council PTA was directed to undertake corrective measures to remediate prior violations.
- G. If the New Jersey PTA Board of Directors is considering whether to revoke a local or council PTA's charter and terminate its status under F. above, then the local or council PTA shall be provided with notice of said consideration and afforded the opportunity to respond to the alleged reoccurring violations and set forth all reasons why its charter should not be revoked and its status terminated. Such response shall be in writing and submitted to the New Jersey State President and issued within one (1) month of receipt of the New Jersey PTA Board of Director's notice of said consideration.
- H. A decision to revoke a local or council PTA's charter and terminate its status under F. above shall be by two-thirds vote of the New Jersey PTA Board of Directors.

****ARTICLE XVI – DISAFFILIATION/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 board considering recommending to its general association a resolution to withdrawal its charter must afford a New Jersey PTA representative an opportunity to speak to the Board of Directors prior to its taking any action on such a proposal.
- B. If the Board of Directors then votes to present to its general membership a motion to withdraw its charter, it must inform, in writing, the New Jersey PTA and the local PTA's general membership at least 30 days prior to the next general membership meeting that the motion to withdraw its charter will be considered.
- C. A New Jersey PTA representative must be afforded the opportunity to speak at the local PTA general membership meeting, prior to action being taken by the local PTA to withdraw its charter
- D. Approval to withdraw the charter requires a two-thirds vote, by written ballot, a quorum must be present. Only those members who are 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 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 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.
- C. 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;
- D. 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 XVII – STATE CONVENTION

Section 1: The state convention shall be held annually in the state of New Jersey. The date and place of the convention shall be approved by the New Jersey PTA Executive Committee.

Notice of this meeting shall be sent to each member of the New Jersey PTA Board of Directors and to the presidents of the local PTAs at least 30 days before the meeting.

- A. All members who are members in good standing are eligible to attend the state convention.
- B. Voting: the privileges of making motions, debating and voting shall be limited to the accredited delegates.
- C. Accredited delegates shall be the members of the New Jersey PTA Board of Directors, the President Emeritus, the New Jersey PTA Honorary President, the New Jersey PTA Honorary Vice Presidents, the New Jersey PTA Life Members, the members of the Garden State PTA (the State Membership Unit) and local PTA members who have been members in good standing for at least fifteen (15) days.
- D. Non-voting registrants shall be those convention attendees who pay a registration fee but have not been members for at least 15 days or who do not

present a current membership card at convention site registration. They may attend all convention activities, but may not make motions, debate, or vote.

- E. Visitors may attend convention upon payment of the registration fee, but without the privileges of debating, making motions, or voting.
- F. Quorum: Seventy-five (75) voting delegates from at least 40 local PTAs shall constitute a quorum. The quorum, once established at registration, applies to all business meetings.

ARTICLE XVIII – NATIONAL CONVENTION

****Section 1:** The New Jersey PTA shall be entitled to accredit to the annual convention as its delegates:

- A. The President of the New Jersey PTA.
- B. One additional delegate from among the members of the New Jersey PTA for each one thousand members, or major fraction thereof, of the New Jersey PTA, as shown on the books of the treasurer of the National PTA as of March 31 preceding the annual convention.
- C. Any member of the NJPTA wishing to attend the annual convention should contact the NJPTA Office for registration information/voting credentials.

Section 2: If the President and/or the President-Elect cannot attend the National Convention, the President may appoint a delegate to attend in their place and his/her expenses will be paid by the New Jersey PTA.

ARTICLE XIX – FISCAL YEAR

The fiscal year of the New Jersey PTA shall be from July 1st to June 30th.

****ARTICLE XX- PARLIAMENTARY AUTHORITY**

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

ARTICLE XXI- AMENDMENTS

Section 1: These bylaws may be amended at an annual convention by a two-thirds vote of those present and voting provided the amendments have been approved by the New Jersey PTA Board of Directors by a majority vote and notice of proposed amendments have been sent to each local PTA, bylaws chairmen of each county and the New Jersey PTA Board of Directors at least 25 days prior to convention.

- A. Proposed amendments shall be sent to the Procedure and Bylaws Committee Chairman by December 1st of each year.
- B. An amendment may be proposed by any one of the following:

- i. A local PTA
- ii. A county council
- iii. A standing committee
- iv. The Board of Directors
- v. The Executive Committee
- vi. An officer of the New Jersey PTA
- vii. A committee authorized by the New Jersey PTA.

C. The Procedure and Bylaws Committee shall consider all amendments proposed and shall make recommendations to the New Jersey PTA Board of Directors. Copies of such proposed amendments shall be sent to each Board Member at least seven (7) days before the meeting of the New Jersey PTA Board of Directors.

Section 2: The New Jersey PTA Executive Committee or the Board of Directors, by a majority vote, may authorize the Procedure and Bylaws Committee to submit a revised set of bylaws as a substitute for the existing bylaws.

ARTICLE XXII – INDEMNIFICATION

The New Jersey PTA shall have the power to indemnify any person who was or is a party, or threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a representative of the New Jersey PTA, or is or was serving at the request of the New Jersey PTA directly to as a representative of another association against expenses (including attorney's fees), judgments, fines and amounts paid in settlement, actually and reasonably incurred by him or her in connection with the action, suit or proceedings, if he or she reasonably believed to be in, or not opposed to the best interest of the New Jersey PTA, and with respect to any criminal action or proceedings, had no reasonable cause to believe his or her conduct was unlawful. Indemnification of the officers and members of the Board of Directors and advancement of expenses by the counsel to such officers and directors shall be to the greatest extent possible under N.J.S.A. Section 15A:3-4 and other applicable New Jersey laws.

**As amended by National PTA Convention:
June 2011**

**As amended by New Jersey PTA Convention:
April 2016**

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

**As amended by New Jersey PTA Convention:
March 2019**