Form 990-EZ

Short Form Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990 All other organizations with gross receipts less than $500,000 and total assets less than $1,250,000 at the end of the year may use this form

▶ *The organization may have to use a copy of this return to satisfy state reporting requirements*

Department of the Treasury
Internal Revenue Service

OMB No 1545-1150

2009

Open to Public Inspection

A For the 2009 calendar year, or tax year beginning July 1, 2009, and ending June 30, 20 10

B Check if applicable
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Terminated
- ☐ Amended return
- ☐ Application pending

Please use IRS label or print or type See Specific Instructions

C Name of organization: 1862 J. Ackerman Coles PTA-NJ Congress of Parents

Number and street (or P O box, if mail is not delivered to street address) Room/suite: 16 Kevin Road

City or town, state or country, and ZIP + 4: Scotch Plains, NJ 07076

D Employer identification number: 23-7214655

E Telephone number: (908) 757-7555

F Group Exemption Number ▶ 237214655/000

- *Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).*

G Accounting Method ☒ Cash ☐ Accrual Other (specify) ▶

H Check ▶ ☒ if the organization is **not** required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

I Website: ▶ www.spfk12.org

J Tax-exempt status (check only one) — ☒ 501(c) (3) ◀ (insert no) ☐ 4947(a)(1) or ☐ 527

K Check ▶ ☐ if the organization is not a section 509(a)(3) supporting organization **and** its gross receipts are normally **not** more than $25,000 A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts, if $500,000 or more, file Form 990 instead of Form 990-EZ ▶ $

SCANNED DEC 13 2010

Part I **Revenue, Expenses, and Changes in Net Assets or Fund Balances** (See the instructions for Part I.)

Revenue	1	Contributions, gifts, grants, and similar amounts received		1	3530
	2	Program service revenue including government fees and contracts		2	0
	3	Membership dues and assessments		3	1327
	4	Investment income		4	19
	5a	Gross amount from sale of assets other than inventory	5a 0		
	b	Less. cost or other basis and sales expenses	5b 0		
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)		5c	0
	6	Special events and activities (complete applicable parts of Schedule G) If any amount is from **gaming**, check here ▶ ☐			
	a	Gross revenue (not including $ _____ of contributions reported on line 1)	6a 29,041		
	b	Less· direct expenses other than fundraising expenses	6b 12,247		
	c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)		6c	16,794
	7a	Gross sales of inventory, less returns and allowances	7a 66,838		
	b	Less· cost of goods sold	7b 55,554		
	c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)		7c	11,284
	8	Other revenue (describe ▶ Corporate Rebate Programs)		8	1,063
	9	**Total revenue.** Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8 ▶		9	34,017
Expenses	10	Grants and similar amounts paid (attach schedule)		10	41,698
	11	Benefits paid to or for members		11	0
	12	Salaries, other compensation, and employee benefits		12	0
	13	Professional fees and other payments to independent contractors		13	0
	14	Occupancy, rent, utilities, and maintenance		14	0
	15	Printing, publications, postage, and shipping		15	364
	16	Other expenses (describe ▶ Bank charges, County Dues, Insurance)		16	942
	17	**Total expenses.** Add lines 10 through 16 ▶		17	43,004
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)		18	(8987)
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)		19	17,016
	20	Other changes in net assets or fund balances (attach explanation)		20	0
	21	Net assets or fund balances at end of year Combine lines 18 through 20 ▶		21	8,029

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Part II **Balance Sheets.** If Total assets on line 25, column (B) are $1,250,000 or more, file Form 990 instead of Form 990-EZ.

	(See the instructions for Part II.)	(A) Beginning of year		(B) End of year
22	Cash, savings, and investments	17016	22	8029
23	Land and buildings	0	23	0
24	Other assets (describe ▶)	0	24	0
25	**Total assets**	17016	25	8029
26	**Total liabilities** (describe ▶)	0	26	0
27	**Net assets or fund balances** (line 27 of column (B) **must** agree with line 21)	17016	27	8029

Part III **Statement of Program Service Accomplishments** (See the instructions for Part III.)

What is the organization's primary exempt purpose? Provide Educational Enrichment for Children of Coles School.

Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title

Expenses (Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others)

28 Cultural Arts - Educational / Assembly programs to enrich classroom experience. Benefits entire student population of over 500 children.
(Grants $) If this amount includes foreign grants, check here ▶ ☐ 28a 5215

29 Author-in-Residence programs - Brings published Children's authors into School to encourage children to read & write. Benefits 500+ Children
(Grants $) If this amount includes foreign grants, check here ▶ ☐ 29a 4960

30 Grant ad hoc Programs - provides grants to teachers in School to offer additional classroom programs to enhance curriculum for 500+ students.
(Grants $) If this amount includes foreign grants, check here ▶ ☐ 30a 31523

31 Other program services (attach schedule)
(Grants $) If this amount includes foreign grants, check here ▶ ☐ 31a

32 **Total program service expenses** (add lines 28a through 31a) ▶ 32 41698

Part IV **List of Officers, Directors, Trustees, and Key Employees.** List each one even if not compensated. (See the instructions for Part IV)

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (If not paid, enter -0-.)	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
Dennise Fleck 214 Vinton Circle Fanwood 07023	President 15	0	0	325
Sharon Graham 14 Jenna Court Scotch Plains 07076	Treasurer 12	0	0	0
Beth Kasper 9 Bonus Hill Dr. Scotch Plains 07076	1st VP 3	0	0	0
Andrea Wasentzal 166 Vinton Circle Fanwood 07023	2nd VP 5	0	0	0
Susan Bonnell 2160 Buttonwood Drive 07076	Recording Secretary 3	0	0	0
Karen Glod 5 Debra Ct. Scotch Plains 07076	Corresponding Secretary 3	0	0	0

Part V Other Information (Note the statement requirements in the instructions for Part V.)

			Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity	33		X
34	Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes	34	X	
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but **not** reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T			
a	Did the organization have unrelated business gross income of $1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?	35a		X
b	If "Yes," has it filed a tax return on **Form 990-T** for this year?	35b		
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36		X
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a 0			
b	Did the organization file **Form 1120-POL** for this year?	37b		X
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee **or** were any such loans made in a prior year and still outstanding at the end of the period covered by this return?	38a		X
b	If "Yes," complete Schedule L, Part II and enter the total amount involved 38b 0			
39	Section 501(c)(7) organizations Enter:			
a	Initiation fees and capital contributions included on line 9 39a 0			
b	Gross receipts, included on line 9, for public use of club facilities 39b 0			
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____ ; section 4912 ▶ _____ ; section 4955 ▶ _____			
b	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b		X
c	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ 0			
d	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ 0			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e		X
41	List the states with which a copy of this return is filed. ▶			
42a	The organization's books are in care of ▶ Sharon L. Graham Telephone no ▶ (908)226-5546 Located at ▶ 14 Jenna Ct. Scotch Plains ZIP + 4 ▶ 07076-3413			
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42b		X
	If "Yes," enter the name of the foreign country: ▶ _____ See the instructions for exceptions and filing requirements for **Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.**			
c	At any time during the calendar year, did the organization maintain an office outside of the U S ? If "Yes," enter the name of the foreign country. ▶ _____	42c		X
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041**—Check here ▶ ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43			
44	Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ	44		X
45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ	45		X

Part VI **Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.** All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46–49b and complete the tables for lines 50 and 51.

			Yes	No
46	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46		X
47	Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II	47		X
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48		X
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		X
b	If "Yes," was the related organization a section 527 organization?	49b		X

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each employee paid more than $100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
N/A				

f Total number of other employees paid over $100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than $100,000	(b) Type of service	(c) Compensation
N/A		

d Total number of other independent contractors each receiving over $100,000 ▶

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge

Sign Here

▶ Signature of officer — Date: 11/13/2010

▶ Sharon L. Graham, Treasurer
Type or print name and title

Paid Preparer's Use Only

Preparer's signature ▶	Date	Check if self-employed ▶ ☐	Preparer's identifying number (See instructions)
Firm's name (or yours if self-employed), address, and ZIP + 4 ▶		EIN ▶	
		Phone no ▶	

May the IRS discuss this return with the preparer shown above? See instructions ▶ ☐ Yes ☐ No

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ **Attach to Form 990 or Form 990-EZ.** ▶ **See separate instructions.**

OMB No 1545-0047

2009

Open to Public Inspection

Name of the organization 1862 J. Ackerman Coles PTA - NJ Congress of Parents

Employer identification number 23 7214655

Part I **Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E.)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: .....

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☒ An organization that normally receives. (1) more than 33⅓ % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33⅓ % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

10 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h.

a ☐ Type I **b** ☐ Type II **c** ☐ Type III–Functionally integrated **d** ☐ Type III–Other

e ☐ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).

f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box . . . . . ☐

g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

	Yes	No
(i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization? 11g(i)		
(ii) A family member of a person described in (i) above? 11g(ii)		
(iii) A 35% controlled entity of a person described in (i) or (ii) above? 11g(iii)		

h Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–9 above or IRC section (see instructions))	(iv) Is the organization in col (i) listed in your governing document?		(v) Did you notify the organization in col (i) of your support?		(vi) Is the organization in col (i) organized in the U S ?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
Total									

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV)						
11 **Total support.** Add lines 7 through 10						

12 Gross receipts from related activities, etc (see instructions) 12

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2009 (line 6, column (f) divided by line 11, column (f)) 14 %

15 Public support percentage from 2008 Schedule A, Part II, line 14 15 %

16a **33⅓% support test—2009.** If the organization did not check the box on line 13, and line 14 is 33⅓% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33⅓% support test—2008.** If the organization did not check a box on line 13 or 16a, and line 15 is 33⅓% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

17a **10%-facts-and-circumstances test—2009.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part IV how the organization meets the "facts-and-circumstances" test The organization qualifies as a publicly supported organization ▶ ☐

b **10%-facts-and-circumstances test—2008.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here** Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ ☐

Part III **Support Schedule for Organizations Described in Section 509(a)(2)**
(Complete only if you checked the box on line 9 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants")	761	960	3742	4008	4857	14328
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	33296	25732	33497	28845	95878	217248
3 Gross receipts from activities that are not an unrelated trade or business under section 513	0	0	0	0	0	0
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	0	0	0	0	0	0
5 The value of services or facilities furnished by a governmental unit to the organization without charge	0	0	0	0	0	0
6 **Total.** Add lines 1 through 5	34057	26692	37239	33253	100735	231976
7a Amounts included on lines 1, 2, and 3 received from disqualified persons	0	0	0	0	0	0
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year	0	0	0	0	0	0
c Add lines 7a and 7b	0	0	0	0	0	0
8 **Public support** (Subtract line 7c from line 6)	34057	26692	37239	33253	100735	231976

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
9 Amounts from line 6	34057	26692	37239	33253	100735	231976
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	20	20	34	68	19	161
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975	0	0	0	0	0	0
c Add lines 10a and 10b	20	20	34	68	19	161
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on	0	0	0	0	0	0
12 Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV)	0	0	0	0	0	0
13 **Total support.** (Add lines 9, 10c, 11, and 12)	34077	26712	37273	33321	100754	232137

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15	Public support percentage for 2009 (line 8, column (f) divided by line 13, column (f))	15	99.9 %
16	Public support percentage from 2008 Schedule A, Part III, line 15	16	85 %

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2009** (line 10c, column (f) divided by line 13, column (f))	17	.0007 %
18	Investment income percentage from **2008** Schedule A, Part III, line 17	18	0.1 %

19a **33⅓ % support tests—2009.** If the organization did not check the box on line 14, and line 15 is more than 33⅓ %, and line 17 is not more than 33⅓ %, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☑

b **33⅓ % support tests—2008.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33⅓ %, and line 18 is not more than 33⅓ %, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV **Supplemental Information.** Complete this part to provide the explanations required by Part II, line 10; Part II, line 17a or 17b, and Part III, line 12. Provide any other additional information. See instructions.

Schedule for Line 10 990-EZ
EIN 23-7214655

Program	Amount
Renzulli	1000
Project Graduation	100
Cultural Arts	5215
Scholarships	2375
Earth Day	208
Enhancements to Specials	1483
Family Night	808
Field Day	2365
Fourth Grade Organizers	429
Fourth Grade Recognition	2513
Games for Classrooms	162
Grants for teachers	1371
Helping Hands	321
Hospitality	118
Kindergarten Mom's Night Out	78
Media	1100
After School Enrichment	1000
Audio Visual Equipment	6774
Author in Residence Programs	4960
Playground Equipment	1377
Camp Read-a-Lot	738
Chemical Dependency	750
Coles Kids Cares	491
Think Purple	93
Time for Kids	2298
Staff Appreciation	492
Yearbook Ad	60
A/V	3019
Total	**41698**

Official Copy

BYLAWS

of

J. Ackerman Coles School

Proper Title of Local PTA - As Chartered

Scotch Plains

City or Town

Union

County

018620

Local PTA #

Membership Approval Date

1/6/2010

(Shall be included for approval and shall be less than 1 year prior to submitting for approval)

EIN 23-7214655 **State Tax#** 21-0649035

State Approval

Date Approved JUN 10 2010

Cindy Fruchtman

State Chairman

Next Review JUN 10 2013

Date Approved

Local PTA bylaws shall be reviewed by the NJPTA Bylaw Chairman three (3) years from state approval date.

Edited and Revised: December 2009

*** County Approval Date**

2-17-10

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 the State branch. 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.

(**) State Congress requirement
Footnotes are for explanation

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 organizations. 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.

Incorporated 5/12/1965
Date

CRI # CH0777400

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d. The organization shall work with the schools 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;
e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The New Jersey PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group they represent;
f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization 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;
g. Not withstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or (2) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code; and
h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

**ARTICLE IV: Relationship With National PTA And New Jersey PTA

Section 1. This Local 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 Objects and basic policies of the PTA;
b. Remits the national portion of the dues through the state to reach the national office by dates designated by the National PTA;
c. Has bylaws approved according to the procedures of each state; and
d. Meets other criteria as may be prescribed by the individual State PTA.

Section 15. The charter of this Local PTA shall be subject to withdrawal and the status of such organization as a Local PTA shall be subject to termination, in the manner and under the circumstances provided the bylaws of the New Jersey PTA.

Section 16. This Local PTA is obligated, upon disaffiliation, dissolution or 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 status as a constituent organization of the National PTA; and
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 ***PTA.***

**ARTICLE V: Membership 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 Local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. Each member of this local unit shall pay such annual dues to said organization as may be prescribed by the organization. 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 one dollar and seventy-five cents ($1.75) per annum.

Section 6. The New Jersey PTA portion of each member's dues shall be one dollar seventy-five cents ($1.75) per annum.

Section 7. Each member of this Local PTA shall pay annual dues of $7.00 to said organization. The amount of such annual dues shall include the portion payable to the New Jersey PTA and the portion payable to the National PTA.

and seventy-five cents ($1.75) per annum. The state portion of each member's dues shall be eight dollars and twenty-five cents ($8.25) 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 the County Council. County Councils shall not legislate for locals.

ARTICLE VI: Officers

Only those individuals who have been a member in good standing for 15 days shall be eligible for nomination, either by committee or from floor.

Section 1. The officers of this Local PTA shall be a president, 2 (1st VP, 2nd VP)
Number or Name
vice president(s), recording secretary, a corresponding secretary and a treasurer.

Section 2. Officers shall be elected by ballot, at a general membership meeting, annually or biennially (circle one), in the month of April. Term of office shall be 2 or until a successor is elected.
Number of Years

Section 3. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

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)~~ one (1) 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; and
- **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.

ARTICLE VII: Duties of Officers

Section 1. The president shall preside at all meetings of the Local PTA and of the executive committee/board; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Local PTA or by the executive committee/board; and shall coordinate the work of the officers and committees of this Local PTA in order that the Objects may be promoted.

Section 2. The vice-president(s) shall act as aide(s) to the president and shall in their designated order perform the duties of the president in the President's absence or inability to serve.

Section 3. The recording secretary shall record the minutes of all meetings of the ***PTA*** and of the executive committee/board, shall have a copy of the approved bylaws, and a membership list available at every meeting, and shall perform such other duties as may be delegated to him/her. Immediately following the election meeting, the recording secretary shall send the Annual Report of Local PTA Officers to the State office of the New Jersey PTA and the president of the County Council.

Section 4. The corresponding secretary shall conduct the general correspondence of the organization as directed by the president, executive committee/board or this Local PTA.

Note: If there is but one secretary, the secretary shall perform the duties listed in Sections 3 and 4.

****Section 5.**

a. The treasurer shall 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. The treasurer shall 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. The treasurer will make disbursements as authorized by the President, executive board, 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. The treasurer shall keep the record of the National and State portions of the membership dues separate from the record of the general funds of the local organization. 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. The treasurer shall present a financial statement of accounts at every meeting of the organization and at other times when requested by the executive committee/board, and shall make a full report at the annual meeting;

Section 5.
b. Any officers or chairman showing an inability to atte 3 executive bd. meetings may be removed from the off by executive bd. at their discretion.
c. There will be a maximum of 1 vote per standing committee which constitutes the executive board.

Section 3. a. Regular meetings of the executive board shall be held ~~monthly~~ during the school year, the time to be fixed by the board ~~at its first meeting of the year.~~

Section 4. Special meetings of the executive board may be called by the president or by a majority of the members of the board. 7 days notice having been given. The purpose of the meeting shall be stated in the call.

ARTICLE IX: Meetings

Section 1. General Membership Meetings:

a. Only members who are in good standing as defined in Article V shall be eligible to participate in the business of this Local PTA;
b. 3 (at least 3) general membership meetings of this Local PTA shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first general membership meeting of the year;
c. 5 (number) day's notice shall be given of a change of date of general membership meetings;
d. Special general membership meetings may be called by the executive board 5 day's notice having been given. The purpose of the meetings will be stated in the call;
**e. The annual General Membership Meeting for the purpose of the budget presentation and audit approval shall be the first general meeting following the close of the fiscal year (See Article XIV.); and

Note: Annual meeting shall be in the Fall.

f. 10 (insert number) members shall constitute a quorum for the transaction of business in any general membership meeting of this Local PTA.

Note: Quorum for membership meetings should be a fair number above those listed as serving on the executive board.

Section 2. State Meetings

a. The president of this Local PTA or his/her alternate may attend the annual convention of the New Jersey PTA. Additional delegates may be elected and sent as provided in the bylaws of the New Jersey PTA; and
b. Elected delegates shall be sent to all State and County Council meetings and training conducted for the benefit of the local organization.

ARTICLE X: Standing Committees And Special Committees

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

**Section 3. Each Local PTA shall adopt such bylaws for the government of their organization as shall be approved by the New Jersey PTA. Such bylaws will 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. 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 should be sent, in writing, to the State Executive Committee. The executive committee, with recommendations, shall forward the issue to the State and Local Relationship Committee for review and investigation. After completion of their investigation the State and Local Relationship Committee shall report their findings to the Board of Directors.

**Section 9. Upon finding the alleged violations to be verified, the Board of Directors shall:

a. Offer the local an opportunity to respond to the alleged violation.
b. Upon responses and if required, by a two-thirds vote of the Board of Directors, require the Local PTA, within a stipulated period of time to correct their violation.
c. When such recommendations have been made and action has not been taken by this Local PTA within their stipulated time period, the Board of Directors may grant an extension of time not less than 6 weeks or more than eighteen months in which to achieve satisfactory compliance.
d. Failing such compliance the board may subject to concurrence of such action by the next annual convention, withdraw the charter of the Local PTA in violation, and terminate its status as a Local PTA.
e. Upon withdrawal of a charter this Local PTA shall follow the procedures for dissolution as outlined in Article IV, Section 16 of these bylaws.

**Article XIII State Convention

This Local PTA shall be entitled to be represented at the New Jersey PTA Convention by its members as prescribed in Article XXI of the state bylaws.

**ARTICLE XIV: Fiscal Year

The fiscal year of this Local PTA shall begin on July 1 and end June 30 (12 months) The fiscal year may differ from the membership year.

**ARTICLE XV: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the ***PTA*** and 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 Parent-Teacher Association should be available at every meeting.

**ARTICLE XVI: 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;

ADDITIONS - AMENDMENTS

An addition or amendment to the local unit bylaws should be a general guide for governing the organization. Details should be listed in standing rules or position papers.

Once an amendment is approved, it shall be placed in the text (blanks), where applicable, and eliminated from this page.

Please designate ARTICLE and Section when listing an amendment.

2009 AMENDMENTS TO LOCAL PTA BYLAWS

Following are the amendments to the Local PTA bylaws as passed by the general membership at the 2009 New Jersey PTA Convention. Please place these in the back of all current bylaw books of your Local PTA. These sections supersede the previously passed sections.

Article XIII: State Convention

This Local PTA shall be entitled to be represented at the New Jersey PTA Convention by its members as prescribed in Article XXI of the state bylaws.

Article IV: Relationship with National PTA and New Jersey PTA

Section 17. STRIKE THIS SECTION (duplication of Section 4)

Article VI: Officers

Section 4, add:

***** e. No person shall hold more than one office at a time.***