



A Walk Through the Bylaws

HILLSBOROUGH COUNTY COUNCIL PTA/PTSA



Bylaws

- Form the legally binding document that governs the organization.
- Provide the basic framework for PTA purposes and our governing structure.
- May never be suspended.
- Should be reviewed annually to determine if any amendments are needed.
- Every board member should know and understand the contents.



Bylaws vs. Standing Rules

BYLAWS

- State when the meetings are
- Gives primary responsibilities of officers

STANDING RULES

- State where and what time
- Gives the specifics



ARTICLE I

- The name of your organization as it was chartered.
- This must appear on all legal documents such as minutes, tax filings, etc.
- The State PTA you are a part of.



ARTICLE II

- Contains the Articles of Organization.
- These bylaws trump anything else.



ARTICLE III

- The purpose of the organization.
- Review your PTA's goals to ensure alignment with the purpose of PTA.
- Explains that you are a 501(c)(3)
 - A 501(c)(3) is a non-profit organization that is exempt from federal and state taxes.
 - Tax exemptions: 501(c)(3) donations are tax-deductible, and purchases and leases of items or services by a nonprofit organization are exempt from sales tax.
 - Grants and donations: 501(c)(3) nonprofits can apply for grants and accept donations.
 - Liability limits: 501(c)(3) nonprofits can limit the liability of their officers and directors.



ARTICLE IV

- Basic policies of PTA.
- Noncommercial, Nonsectarian, Nonpartisan.
- Defines work with schools and community for quality education.
- Promote health and welfare of children and youth.
- No part of earnings shall benefit or be distributed to members of the PTA.
- All charges must adhere to the adopted budget and changes must be approved by membership PRIOR to payment.



ARTICLE V

- Details membership and its non-discriminatory policy.
- Only members conduct business and serve in positions.
- Dues and what dues goes where.
- Membership year for annual enrollment same as fiscal year.
- When dues should be paid to earn awards and to stay in good standing



ARTICLE VI

- Lists officer positions.
- Details nominating committee requirements (how many people, when formed, when to report).
- Specifies month elections should take place.
- Lists eligibility requirements for nominees.
- Tells how to fill vacancies.
- Lists term restrictions.



ARTICLE VII

- Details of officers and their duties.
- President
- Vice-Presidents
- Recording Secretary
- Corresponding Secretary
- Treasurer



ARTICLE VIII

- AKA “Everything You Need to Know about Association Meetings”
- Number of regular member meetings and notice needed.
- Who can call special meetings and notice needed.
- When must the “Annual Meeting” be held.
- How many members are required for a quorum.



ARTICLE IX

- Who is on the Board of Directors.
- Duties of the Board of Directors.
- When Board of Directors meet.
- How many members are required for quorum.
- How to call a special meeting of the Board of Directors.
- How meetings and votes can be conducted.
- How to remove officers.
- Reminds units that in addition to their bylaws, they should follow practices and procedures found in the Florida PTA Kit of Materials.



ARTICLE X

- Who is on the Executive Committee.
- Duties of the Executive Committee.
- How many members are required for quorum.
- How to remove officers.



ARTICLE XI

- How to form committees.
- How long committees serve.
- How to remove committee chairs.
- Plans of work and who must they be presented to.
- Who can create special committees and appoint members.



ARTICLE XII

- Council PTA membership.
- How long selected delegates serve.



ARTICLE XIII

- Explains the relationship of your unit PTA with the Florida and National PTA organizations.
- How to keep records.
- When dues should be paid to stay in good standing.
- Obligations if association is terminated and charter is withdrawn.



ARTICLE XIV

- States the beginning and end of the fiscal year.
 - July 1st to June 30th.



ARTICLE XV

- States that parliamentary authority is Robert's Rules of Order Newly Revised.



ARTICLE XVI

- Outlines bylaw amendments procedure.