

# **Bylaws and Standing Rules Instructions 2022-2023**



# Bylaws

**Bylaws are designed to help your PTA function in an orderly manner.** PTA bylaws describe the purpose of PTA, its mission, and members' rights, in addition to officers, committees and their respective duties.

Bylaws guide the PTA to efficient service and protect the group from error. Bylaws are an IRS requirement for 501(c)(3) non-profit organizations. Bylaws **may not be suspended**, even by unanimous vote.

**It is a Florida PTA Compliance Requirement to update the bylaws on the current form and submit to Florida PTA for approval, at a minimum every three (3) years.** However, you can update your bylaws and submit for approval whenever amendments are necessary. You must give 30-days' notice to the members and have them vote to approve **ONLY** if you are making amendments to the bylaws.

PTA bylaws should be reviewed annually by the board of directors at the beginning of the school year to ensure that the currently approved bylaws still meet the needs of the association. If you have a question about your bylaw's submission, if you cannot locate your currently approved bylaws, or would like Florida PTA to send a copy of the current 2022-2023 bylaws template to you, send an email with your request to: [bylaws@FloridaPTA.org](mailto:bylaws@FloridaPTA.org).

The current **2022-2023** Local Unit Bylaws Form **MUST BE USED** when updating bylaws. Earlier versions of the bylaws form cannot be approved. The current form is available online on the Florida PTA website [www.FloridaPTA.org](http://www.FloridaPTA.org) under the PTA Leaders tab at this link: <https://floridapta.org/bylaws/>

**ORIGINAL signatures are REQUIRED** in the "Affirmation of Bylaws" section on page 1 of the Bylaws. Florida PTA does not accept digital or electronic signatures on bylaws or on any compliance document. Bylaws are a legal document and must be submitted in a clean, printable format.

**The only OFFICIAL set of PTA bylaws for any PTA is an approved current set of bylaws, signed, dated, and stamped "Approved" by the Florida PTA State Office.**

A copy of the association's Bylaws for the Local PTA/PTSA Unit must be made available to any current association member upon request. A copy should be provided to all officers, board members, and the school principal. A printed copy of the bylaws should be on file in the President's, Secretary's, and Treasurer's permanent record book.

**Each board member is responsible for thoroughly studying the Bylaws.**

When a new PTA is chartered, the group must adopt bylaws upon organization by a Florida PTA board member. Bylaws must be submitted for approval to the Florida PTA State Office. When the required officers' information and a payment for a minimum of 10 members is received, the bylaws are approved, and the charter is issued.

**Revised bylaws or amendments become effective upon receipt of an approved, stamped copy from the Florida PTA state office.**

# Local Unit PTA/PTSA Bylaws Form Information and Instructions

The Local Unit bylaws are aligned with and include the requirements of the Florida PTA and the National PTA bylaws. Local unit bylaws may not conflict with National or Florida PTA Bylaws. These instructions have been prepared by the Florida PTA Bylaws Committee in accordance with provisions in the National and Florida PTA Bylaws. In some instances, the language of a required item has been modified so that it will read appropriately in the local unit bylaws. Each article and section included in the bylaws form serves a purpose and must be included in local PTA bylaws. **Each PTA unit is required to include in its bylaws the articles and sections marked with a # symbol. All articles and sections marked with the # symbol cannot be modified and must appear exactly as printed in the current 2022-2023 local unit Bylaws form.**

PTA bylaws should be reviewed annually by the board of directors at the beginning of the school year to ensure that the current approved bylaws still meet the needs of the association. Florida PTA Requires PTA bylaws to be updated on the current form and submitted to Florida PTA for approval, at a **minimum** of every **three (3) years**. After review by your PTA board of directors and approval of amendments (if any) by the General Membership, the bylaws must be sent to the Florida PTA State Office for approval. Revised bylaws or amendments only become effective upon receipt of an **approved, stamped copy from the Florida PTA state office.**

When the Bylaws Committee meets, they must have a current copy of the approved bylaws on hand. If you cannot locate a copy of your bylaws, request a copy by sending an email to Florida PTA. Send email request to: **bylaws@FloridaPTA.org**.

The following explanations of articles are designed to aid the Bylaws Committee as they review their bylaws:

## **Article I: Name**

Type or print the complete name and address of the school and the correct PTA name exactly as shown on your PTA charter. If you are unsure of the county or region or the full name of your PTA/PTSA, this information can be found on MemberHub. Please do not use initials or abbreviations for either the name of the PTA or the school.

**NAME CHANGE:** When a PTA changes its name, it is necessary to amend the bylaws and send the original bylaws to the state office for approval. After approval of the bylaws, Florida PTA will change the name on MemberHub and the Florida PTA ACCESS database and will notify the IRS and National PTA.

## **#Article II: Articles of Organization**

Articles of Organization are the bylaws of the association.

## **#Article III: Purposes**

Objects of the association. Establishes the charitable, scientific, literary, or educational purposes within the meaning of 501(c)(3), the “charitable class”, and the purposes we promote through advocacy and education.

## #Article IV: Basic Policies

Basic policies of the association.

## #Article V: Members and Dues

Nothing may be changed in this Article. The amount your local unit charges for membership dues is NOT listed in bylaws. (Local unit membership dues amount can be shown in the PTA Standing Rules).

## Article VI: Officers and Their Election

Refer to Robert's Rules of Order, Newly Revised (Current Edition). The minimum officers required to bring your PTA to active status are:

1. President
2. Secretary
3. Treasurer.

The association shall designate other elected officers as needed. **However, PTA does not recognize "Co-Officers", and the position of "President-Elect" is not allowed in local unit PTA bylaws.** Bylaws will not be approved if the position of President-Elect or any "Co-Officer" position is added to Section 2. Also please note that the Parliamentarian is appointed and does not have voting privileges. Do not add the position of Parliamentarian to this section as this is NOT an elected position.

**The allowable changes to Section 2.a., under Officers and their election, follow:**

- **Enter the number of Vice Presidents positions that are needed for your PTA.** Florida PTA allows a maximum of five (5) vice presidents and this is based on the number of members you have. The number of vice presidents that you enter will be reviewed by Florida PTA and evaluated according to the number of members your PTA normally has. Vice president positions are not required, and the number of vice presidents may be zero.
- **The position of "corresponding secretary" is not necessary for local unit PTAs and may be crossed out like this: ~~corresponding secretary~~.** However, the recording secretary position is required for every PTA and cannot be deleted from this section.

## Article VII: Duties of Officers

**Section 2:** Detailed job duties for the vice-president can be provided in the Standing Rules. Do not add detailed job duties to the bylaws.

**Section 5.** An audit of the treasurer's accounts is for the protection of the treasurer and the association. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in case of fraud. See *Roberts Rules of Order Newly Revised*.

## Article VIII: General Membership Meetings

**Three (3) is the minimum number of general membership meetings that must be held during the school year.**

**Ten (10) is the minimum number of members present required to establish a quorum at a PTA General Membership Meeting.** It is important that the quorum be set to reflect the number of members who could reasonably be expected to attend any business meeting. The quorum must be a number not a percentage.

### **Article IX: Board of Directors**

The executive committee shall consist of the ELECTED officers of the association, the appointed chairs of standing committees and the principal of the school or a representative appointed by the principal. If constituted as a PTSA the board must include at least one student. The parliamentarian is appointed and does not have voting privileges.

### **Article X: Executive Committee**

The executive committee consists of the elected officers as defined in Article VI, Section 2, of Your bylaws. The Executive Committee transacts emergency business (primarily over the summer months) when the entire Board may not be available.

### **#Article XVI: Amendments**

**The Florida PTA requires that bylaws be reviewed every year, and at a minimum, submitted to Florida PTA State Office every three years, for approval.** Procedure requires that at least thirty (30) days' notice be given to the members of the association when amendments are needed and that the members adopt the change(s) by a 2/3 vote. Send the original bylaws on the required form to the state office for approval.

Participation in State and National PTA programs, including Reflections, Scholarship and Awards, **will not be allowed if bylaws are not updated and approved by the state office, within three (3) years.** To be eligible to participate in the Reflections program, bylaws must be approved through the end of the membership year, of the reflections entry.

### **ORGANIZATION & DISSOLUTION**

Procedures for the proper organization or dissolution of a PTA are in the *Florida PTA Bylaws*. **Also, please see the local unit bylaws, Article IV: Basic Policies, paragraph k. for specific dissolution guidelines.**

For detailed information, please call the state office at 407.855.7604 or send an email to: **bylaws@floridapta.org**

# PROCEDURE TO UPDATE BYLAWS WITH NO CHANGES FOR QUICK APPROVAL

If you are updating your local unit bylaws and **NO CHANGES** or amendments are being made to the existing approved bylaws, membership approval is NOT required before you submit to Florida PTA for approval. If bylaws are updated without amendments or changes, you simply report to the members the date that the bylaws were updated and sent to the Florida PTA State Office for review and approval.

<b>Affirmation of Bylaws</b> (PLEASE CHECK and FILL OUT <u>ONLY ONE</u> )	
<input type="checkbox"/>	These bylaws were voted upon and approved at the general membership meeting of this PTA/PTSA on _____ (Date).
<b>OR</b>	
<input checked="" type="checkbox"/>	These bylaws were reviewed on <u>8/15/2021</u> (Date), and no changes were made. This was reported to the general membership on <u>8/15/2021</u> (Date).

## Check **ONLY** the 2nd Box in the Affirmation of Bylaws Section

### Notice to the Members and a General Membership Meeting IS NOT REQUIRED

- A General Membership meeting is NOT required if you are NOT making any changes to the existing, approved bylaws.
- Use the **current 2022-2023** Bylaws template available on the Florida PTA website. <https://floridapta.org/bylaws/>
- **Enter all variables EXACTLY** as shown on your current, approved, bylaws that are on file with Florida PTA. No changes or amendments can be made.
- **Check ONLY the second box in the "Affirmation of Bylaws" section which states: "No Changes were made."**
- After the second box, enter the two dates required: (1) The date the bylaws were reviewed. This may be today's date, and (2) The date you report that the bylaws were updated with "**no changes**" and submitted to Florida PTA for approval.
- You can notify all members immediately that you updated the bylaws with no changes to meet Florida PTA compliance by sending an email through MemberHub.
- Two ORIGINAL signatures are required in the "Affirmation of Bylaws" section: (1) **PTA President**, and (2) either the **School Principal/Administrator** or the **PTA Secretary**.
- The bylaws do not go into effect until you receive a copy stamped "APPROVED" by Florida PTA.
- **Submit the bylaws for approval by either uploading on the Florida PTA website or email to: [bylaws@FloridaPTA.org](mailto:bylaws@FloridaPTA.org)** Please remember that bylaws are a legal document and must be submitted in a clean, printable format.

# PROCEDURE TO UPDATE BYLAWS WITH CHANGES

## 30-Days' Notice to the Members is Required

You must give 30-days' notice to the members and have them vote to approve ONLY if you are making amendments to the bylaws.

<b>Affirmation of Bylaws</b> (PLEASE CHECK and FILL OUT <u>ONLY ONE</u> )	
<input checked="" type="checkbox"/>	These bylaws were voted upon and approved at the general membership meeting of this PTA/PTSA on <u>August 20, 2021</u> (Date).
OR	
<input type="checkbox"/>	These bylaws were reviewed on _____ (Date), and no changes were made. This was reported to the general membership on _____ (Date).

### Check ONLY the 1st Box in the Affirmation of Bylaws Section

#### General Membership Meeting IS Required

- Thirty-days' notice must be given to the members of the proposed amendments.
- After 30 days, hold a General Membership meeting, where a quorum is present.
- A 2/3 vote of the members present and voting is required to approve the changes.
- Use the **current 2022-2023** Bylaws template available on the Florida PTA website. <https://floridapta.org/bylaws/>
- **Check ONLY the first box (on top) in the "Affirmation of Bylaws" section on page 1 of the bylaws.**
- After the first box, enter the date of the General Membership meeting when the bylaws amendments were voted on and approved. **This is the ONLY date required in the "Affirmation of Bylaws" section** when updating WITH changes/amendments.
- Two ORIGINAL signatures are required in the "Affirmation of Bylaws" section: (1) **PTA President**, and (2) either the **School Principal/Administrator** or the **PTA Secretary**.
- The amended/changed bylaws are subject to the approval of Florida PTA and do not go into effect until you receive bylaws stamped "APPROVED" by Florida PTA.
- **Submit the bylaws for approval by either uploading on the Florida PTA website or email to: [BYLAWS@FloridaPTA.org](mailto:BYLAWS@FloridaPTA.org).** Please remember that bylaws are a legal document and must be submitted in a clean, printable format.

**All updated Bylaws, submitted with or without amendments, are subject to the approval of Florida PTA and do not go into effect until you receive an email with the bylaws stamped "APPROVED" by Florida PTA. Approved bylaws are sent back to the local units from this email address: [bylaws@FloridaPTA.org](mailto:bylaws@FloridaPTA.org).**

## **Four Options to Submit Bylaws to Florida PTA for Approval**

After printing and getting the required original signatures on the updated bylaws, be sure to scan in standard PDF Format before emailing or uploading on the Florida PTA website. These are your three options to submit to Florida PTA for approval:

- 1. Upload PDF file on the Florida PTA Website at this link:**  
<https://floridapta.org/bylaws-submission-form/>
- 2. Email PDF file directly to: [bylaws@FloridaPTA.org](mailto:bylaws@FloridaPTA.org)**
- 3. FAX a signed and dated copy of the bylaws to: 407-240-9577**
- 4. If all else fails, mail a signed and dated copy via USPS to:**

**Florida PTA State Office  
1747 Orlando Central Parkway  
Orlando, Florida 32809**



# Standing Rules

Standing rules are the rules an association uses to administer its affairs under the provision of its bylaws. They set forth the procedures adopted to accomplish specific areas of PTA work. Standing Rules pertain to the Board of Directors, only.

Standing Rules are more flexible than bylaws and may be changed or suspended at any board meeting by a majority vote. Your Standing Rules may not be in conflict with your Bylaws.

Examples:

- Setting the hour at which board meetings are to begin
- Job descriptions for the Elected Officers and Committee Chairs can be expanded in the standing rules.
- Explanation of courtesies extended to guests
- Guidelines and requirements for awards and recognitions
- Maintenance of membership lists
- Determining who registers the appropriate signatures at the bank
- Outlines of PTA or Council functions
- Setting allowances to be paid for board members who attend State and/or National conferences and conventions to cover registration, travel (airfare or mileage), hotel and meal expenses incurred while on PTA business.

Developing Standing Rules is not a difficult task. Here are some simple steps:

- A Committee, of at least three people, should be appointed to prepare the Standing Rules.
- The Committee should include experienced and knowledgeable members of the PTA.
- Using the bylaws as an outline, the committee should consider each provision and then formulate instructions for applying the provision. The minutes of board and general meetings, as well as the experience of the committee members can serve as resource material.
- There should be complete job descriptions for each officer and chair.
- After the committee has finalized the Standing Rules, they are presented to the board for approval by a majority vote.
- Upon approval, make sure each board member is provided a copy.

Standing Rules are generally not adopted when a PTA is newly organized, but are developed as the need arises. Standing Rules serve as a guide to ensure the orderly transfer of duties from one administration to the next, and are a valuable tool for the orientation of new board members.

Please see the next page for Sample Standing Rules.

## XYZ PTA STANDING RULES

- Qualifications for XYZ PTA Executive Committee:  
A person must have served on the XYZ PTA Board for one (1) year before being eligible to serve as President.
  
- Duties of the Vice President:  
-The Vice President shall serve as aide to the president, and in the absence of the President shall perform the duties of the president in the absence or disability of that officer to serve.  
Specific job duties for vice presidents:
  - a) The 1<sup>st</sup> vice-president shall serve as Programs Chair
  - b) The 2<sup>nd</sup> vice-president shall serve as Membership Chair
  - c) The 3<sup>rd</sup> vice-president shall serve as Fundraising Chair
  
- Procedures:
  - 1. Standing rules can be amended by a majority of the Executive Committee;
  - 2. Each board position has one vote;
  - 3. Each board member shall keep a procedure book.
  
- Reimbursement for XYZ PTA Business
  - 1. The following will be reimbursed/funded by XYZ PTA:
  - 2. National/State/County Council Registration fees;
  - 3. One-half the cost of a double room;
  - 4. Per diem (breakfast - \$8.00/lunch - \$10.00/dinner - \$18.00). Receipts are not required;
  - 5. Mileage: driver will be reimbursed \$.40/per mile;

All funding will be as monies are available.
  
- Position Priority for funding to attend National/State/County Council events:
  - 1. President
  - 2. Vice President
  - 3. Treasurer
  - 4. Recording Secretary
  - 5. Etc.

Contact the Florida PTA State Office, or your County Council PTA for more information.

SAMPLE

Do not write in this space – not OFFICIAL until approved by Florida PTA

**BYLAWS**  
**ARTICLE I: NAME**

\_\_\_\_\_  
(School) Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
County

\_\_\_\_\_  
Region

The name of the Association is:

\_\_\_\_\_  
Parent Teacher Association (PTA) **OR**  
Parent Teacher Student Association (PTSA)

\_\_\_\_\_, Florida.

\_\_\_\_\_  
City

**Affirmation of Bylaws**  
(PLEASE CHECK and FILL OUT **ONLY ONE**)

These bylaws were voted on and approved at the general membership meeting of the PTA/PTSA on \_\_\_\_\_ (Date).

These bylaws were reviewed on \_\_\_\_\_ (Date), and no changes were made. This was reported to the general membership on \_\_\_\_\_ (Date).

Signed: \_\_\_\_\_  
PTA/PTSA President!

Printed: \_\_\_\_\_  
PTA/PTSA President

Signed: \_\_\_\_\_  
School Principal/Administrator or  
Local Unit PTA/PTSA Secretary

Printed: \_\_\_\_\_  
School Principal/Administrator or  
Local Unit PTA/PTSA Secretary

**MUST BE SIGNED AND DATED**

and is a local PTA/PTSA unit organized under the authority of the Florida Congress of Parents and Teachers (the "State PTA"), a branch of the National Congress of Parents and Teachers (the "National PTA").

**#ARTICLE II: ARTICLES OF ORGANIZATION**

The association exists as an unincorporated association of its members. Its "articles of organization" comprise these bylaws, as from time to time amended, and its articles of association, if any. In the absence of separate articles of association, the bylaws shall be deemed to be the articles of association. In the event of any conflict between these bylaws and the articles of association, these bylaws shall govern.

**#ARTICLE III: PURPOSES**

**Section 1. Objectives.** The purpose or purposes (Objects) which the Association will hereafter pursue 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. Awareness.** The purposes of the PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article IV.

**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 36 Code").

**#ARTICLE IV: BASIC POLICIES**

The following are basic policies of this association.

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the association or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Purposes of the association.
- c. The association 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.
- d. The association shall work with 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 responsibilities to make decisions has been delegated by the people to boards of education.
- e. The association 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 association may cooperate with other organizations and agencies concerned with child welfare, but persons representing the association in such matters shall make no commitments that bind the association.

- f. 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 III hereof.
- g. Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- h. The association will be able to use a PTA debit/credit card issued to the PTA or Electronic Funds Transfer (EFT), for business purposes only. All charges must adhere to the budget adopted by the Association. Any charges not approved by the budget, must be approved by the membership prior to the payment. An electronic banking agreement must be on file for all debit/credit cards issued.
- i. The annual financial audit/review must be completed, and a copy sent to the Florida PTA State Office by August 31st each year.
- j. A copy of the annual IRS 990 must be sent to the Florida PTA State Office by November 30th each year.
- k. Prior to scheduling a vote regarding the dissolution of this association, Florida PTA **must** be contacted for the mandatory Florida PTA and IRS dissolution procedures. Upon the voluntary or involuntary dissolution of a local unit, or the withdrawal of its charter by Florida PTA Board of Directors, the local unit is obligated to surrender all its books and records to Florida PTA. Local unit assets (funds/property) will be distributed to one or more chartered PTAs/PTSAs in good standing, with prior notice given to Florida PTA.

#### #ARTICLE V: MEMBERS AND DUES

**Section 1.** Membership in the PTA/PTSA shall be made available to any individual who subscribes to the Objects and basic policies of the National PTA, without regard to race, color, creed, or national origin, under such rules and regulations not in conflict with the provisions of these bylaws, the bylaws of the state PTA, or the bylaws of the National PTA.

**Section 2.** Only members of the association shall be eligible to participate in the business meetings, or to serve in any of its elective or appointive positions.

**Section 3.** Every individual who is a member of this PTA/PTSA is, by virtue of that fact, a member of the National PTA and of the state PTA by which this local PTA/PTSA is chartered and is entitled to all benefits of such membership.

**Section 4.** The association shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

**Section 5.** Each member of the association shall pay annual dues to this association. Such annual dues shall include at a minimum the amounts due to the state PTA and National PTA.

**Section 6.** The state and National PTA portions of the dues paid by each member of the association shall be set aside by the association and remitted to the state PTA through such channels

and at such time as the state bylaws may provide. (Each state PTA is responsible for payment to the National PTA of the national portion of dues paid by members of the association.) The remittance to the state PTA shall be accompanied by a report, in such form as may be required by the state PTA, showing the name and address of the president of the association, the amount of dues collected during the period covered by the report and the number of members of the association.

**#Section 7.** For the purpose of annual enrollment, the membership year shall be July 1 through June 30. The membership card shall be valid upon payment of dues through September 30 of the following membership year. For Florida PTA award purposes, the membership year shall be July 1st through May 1st each fiscal year. Membership dues are to be sent monthly, as collected, to the state office, to be eligible for programs, services, and materials.

#### ARTICLE VI: OFFICERS AND THEIR ELECTION

**#Section 1.** Each officer of this PTA/PTSA shall be a member of this PTA/PTSA.

##### Section 2. Officers and Their Election

- a. The officers of this association shall consist of a president, \_\_\_\_\_(number) vice-presidents, a recording secretary, a corresponding secretary, a treasurer.
- b. Officers shall be elected by ballot annually in the month of \_\_\_\_\_. However, if there is but one nominee for any office, election for that office may be by show of membership cards or voice vote. A majority vote shall elect.
- c. With the exception of the treasurer, officers shall assume their official duties following the end of the school year and shall serve for a term of one year or until their successors are elected. The treasurer shall assume all duties after the books have been audited.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office.

##### Section 3. Nominating Committee:

- a. There must be a nominating committee elected, composed of 3 or 5 members, the number determined by the association at a regular meeting at least one month prior to the election of officers. The president shall appoint a chair pro tem who shall call the first meeting. The committee shall elect its own chair.
- b. The nominating committee shall nominate one person for each office to be filled and report its nominees at the election meeting at which time additional nominations may be made from the floor. In order to be nominated a person must be a member of this PTA.
- c. Only those persons who have consented to serve if elected shall be nominated for or elected to such office.
- d. Members of the nominating committee may be elected to office.

**Section 4. Vacancies** A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president. A vacancy occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors on which they shall serve, notice of such election having been given.

**#Section 5.** A member whose dues have not been paid at least thirty days prior to the annual election meeting may not vote in the annual election of officers.

**#Section 6.** Any person holding an elected or appointed position in this association shall serve for the designated term or until a successor is elected or appointed.

## ARTICLE VII: DUTIES OF OFFICERS

**Section 1.** The president shall preside at all meetings of the association, the executive committee and the board of directors at which the president may be present; perform such other duties as may be prescribed in these bylaws or assigned by the association or by the board of directors; may appoint a parliamentarian and historian, with the approval of the Board of Directors; and shall coordinate the work of the officers and committees of the association in order that the Purposes may be promoted.

**Section 2.** The vice-president(s) shall act as aide(s) to the president (or as set out in Standing Rules/Policies and Procedures) and shall (in their designated order) perform the duties of the president in the absence or disability of that officer to act.

**Section 3.** The recording secretary shall record the minutes of all meetings of the association and of the executive committee and board and shall perform such other duties as may be delegated.

**Section 4.** The corresponding secretary shall prepare all written communications as directed by the association or by the Board of Directors and shall perform such other duties as may be delegated.

**#Section 5.** The treasurer shall have custody of all of the funds of the association; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the association. Three members of the Board of Directors are required to be on file with the bank, with two signatures required on PTA checks and debit/credit authorizations. The treasurer shall present a financial statement at every meeting of the association and at other times when requested by the Board of Directors and shall make a full report at the annual meeting. The treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of Article XIII, Section 3, of the bylaws. The treasurer's accounts shall be examined annually by an auditor or an audit committee of not less than three members who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The audit committee shall be appointed by the Board of Directors. The committee's report shall be given at the next regular meeting after the audit is completed.

**Section 6.** All officers shall:

- a. Perform the duties prescribed in these bylaws and by the parliamentary authority adopted by this association.
- b. Deliver to their successors all official material not later than ten days following the end of the school year.

## ARTICLE VIII: GENERAL MEMBERSHIP MEETINGS

**Section 1.** Regular meetings of the association shall be held \_\_\_\_\_(number) times (at least three) during the school year, unless otherwise provided by the association or by the Board of Directors. Ten (10) days notice shall be given for a regular meeting. \_\_\_\_\_(number) days notice shall be given of change of date. Meetings may be conducted in person, by conference call, teleconference, or other electronic media, as permitted by applicable law. Votes cannot be cast by text-based mediums, such as email, text, and similar mediums.

**Section 2.** Special meetings may be called by the Board of Directors, \_\_\_\_\_(number) days notice having been given.

**Section 3.** The last regular meeting of the association shall be held in \_\_\_\_\_(month) and shall be known as the annual meeting.

**Section 4.** \_\_\_\_\_(number) members (minimum of 10) shall constitute a quorum for the transaction of business in any meeting of this association.

## ARTICLE IX: BOARD OF DIRECTORS

**Section 1.** The Board of Directors shall consist of the officers of the association, the chairs of standing committees and the principal of the school or a representative appointed by him/her. If constituted as a PTSA, the board shall include at least one student. The chair of the standing committees shall be selected by the officers of the association. The members of the Board of Directors shall serve until the election and qualification of their successors.

**#Section 2.** A PTA member shall not serve as a voting member of a constituent organization's board at the local, council, district, region, state, or national level while serving as a paid employee of or under contract to that constituent organization.

**Section 3.** The duties of the Board of Directors shall be:

- a. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
- b. To create standing committees.
- c. To approve the plans of work of the standing committees.
- d. To present a report at the regular meetings of the association.
- e. To prepare and submit to the association for approval a budget for the fiscal year.
- f. To approve routine bills within the limits of the budget.

**Section 4.** Regular meetings of the Board of Directors shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the Board of Directors members shall constitute a quorum. Special meetings of the Board of Directors may be called by the president or by a majority of the members of the board. A treasurer's report must be given at every board meeting. (Quorum to exclude minors per Florida Statutes, Section 617.0824.)

**Section 5.** Meetings of the Executive Committee, Board of Directors and Committee meetings of the PTA, may be conducted in person, by conference call, teleconference, or other electronic media, as permitted by applicable law. Votes cannot be cast by text-based mediums, such as email, text, and similar mediums.

**Section 6.** Officers may only be removed by the body that elected them.

**Section 7.** Local units will utilize the Florida PTA Kit of Materials for best practices and approved procedures for conducting business.

## ARTICLE X: EXECUTIVE COMMITTEE

**Section 1.** The executive committee shall consist of the elected officers.

**Section 2.** The duties of the executive committee shall be to transact emergency business in the interval between Board of Directors meetings.

**Section 3.** The majority of the executive committee shall constitute a quorum.

**Section 4.** Meetings of the executive committee shall be held as needed.

**Section 5.** Officers may only be removed by the body that elected them.

## ARTICLE XI: STANDING AND SPECIAL COMMITTEES

**Section 1.** The Board of Directors may create such standing committees as it may deem necessary to promote the Purposes and carry on the work of the association. The term of each chair shall be one year and/or until the election/appointment and qualification of a successor.

**Section 2.** Committee Chairs may only be removed by the body that elected/appointed them.

**Section 3.** The chair of each standing committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the consent of the Board of Directors.

**Section 4.** The power to form special committees and appoint their members rests with the association and the Board of Directors.

**Section 5.** The president shall be a member ex-officio of all committees, except the nominating committee.

## **ARTICLE XII: COUNCIL MEMBERSHIP**

### **Section 1.**

- a. The association shall be represented in meetings of the County Council Parent Teacher Association, as provided in the council's bylaws.
- b. Delegates and their alternates shall be selected and serve for a term of one year to the County Council of PTAs.

**Section 2.** This association shall pay annual dues to the \_\_\_\_\_ County Council of PTAs, as provided in the council's bylaws.

## **#ARTICLE XIII: RELATIONSHIP WITH NATIONAL PTA AND STATE PTA**

**Section 1.** The association is a constituent organization of the National PTA. It is organized and chartered under the authority of the state PTA, which is enabled to do so under the bylaws of the National PTA.

**Section 2.** The bylaws of this association are subject to the approval of the state PTA, and shall not conflict with the bylaws of the National PTA and the bylaws of the state PTA. Any provision of the bylaws of the association that conflicts with the bylaws of the National PTA, or the bylaws of the state PTA shall be null and void.

**Section 3.** The association shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the association, including, specifically, the number of its members, and dues collected from its members, and the amount of dues remitted to the state PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the state PTA, or where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**Section 4.** A local unit is considered delinquent if membership dues have not been paid to the state office by May 1 and shall not be entitled to voting privileges at the annual convention, nor to receive programs, materials or services from the Florida PTA. Reinstated PTAs refer to Article XVI, Section 3, Florida PTA Bylaws.

**Section 5.** The status of this association as a local PTA shall be subject to termination and its charter as a local PTA shall be subject to withdrawal, in the manner and under circumstances provided in the bylaws of the state PTA.

**Section 6.** The association is obligated, upon withdrawal of its charter by the state PTA to:

- a. surrender all its books and records to Florida PTA. Local unit assets (funds/property) will be distributed to one or more chartered PTAs/PTSAs in good standing, with prior notice given to Florida PTA.
- b. Cease and desist from further use of any name that implies or connotes association with the National PTA or the state PTA or status as a constituent organization of the National PTA.

- c. Carry out promptly, under the supervision and direction of the state PTA, all proceedings necessary or desirable for the purpose of dissolving this association.

**Section 7.** This association shall collect dues from its members and shall remit a portion thereof to the state PTA as provided in Article V.

## **#ARTICLE XIV: FISCAL YEAR**

The fiscal year of the association shall begin on July 1 and end on the following June 30.

## **#ARTICLE XV: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws and those of the state PTA and the National PTA, the Articles of Incorporation, or the Nonprofit Corporation Act under which the association may be incorporated.

## **#ARTICLE XVI: AMENDMENTS**

### **Section 1.**

- a. These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon and that the proposed amendment shall be subject to approval of the state PTA.
- b. The amendment shall become effective upon receipt of approved bylaws from Florida PTA.
- c. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association or by two-thirds vote of the Board of Directors. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- d. Submission of amendments or revised bylaws for approval by the state PTA shall be in accordance with the bylaws or regulations of the state PTA.

### **Section 2.**

- a. The association shall include in its bylaws provisions corresponding to the provisions of the bylaws of the National PTA. The adoption by the National PTA of an amendment to its bylaws shall serve automatically and without the requirement of further action by the association to amend correspondingly the bylaws of the association.
- b. The adoption of an amendment to the articles and sections of the bylaws of the Florida PTA that bear the # symbol shall automatically amend the bylaws of the association to conform to the action taken by the state convention.
- c. Notwithstanding the automatic character of the amending process, the association shall take action promptly to incorporate such amendments in its bylaws.