



## BYLAWS

### Index\*

<b>ARTICLE</b>	<b>PAGE</b>
ARTICLE I: NAME	2
ARTICLE II: PURPOSES	2
ARTICLE III: BASIC POLICIES	2
ARTICLE IV: CONSTITUENT ORGANIZATIONS	3
ARTICLE V: STATE PTAS/PTSAS	4
ARTICLE VI: LOCAL PTAS/PTSAS	6
ARTICLE VII: MEMBERSHIP AND DUES	8
ARTICLE VIII: OFFICERS	9
ARTICLE IX: DUTIES OF OFFICERS	11
ARTICLE X: BOARD OF DIRECTORS	12
ARTICLE XI: EXECUTIVE COMMITTEE	14
ARTICLE XII: COMMITTEES	15
ARTICLE XIII: COUNCILS	15
ARTICLE XIV: REGIONS	17
ARTICLE XV: STATE AND LOCAL RELATIONSHIPS	17
ARTICLE XVI: STATE CONVENTION	18
ARTICLE XVII: NATIONAL CONVENTION	20
ARTICLE XVIII: FISCAL YEAR	20
ARTICLE XIX: PARLIMENTARY AUTHORITY	20
ARTICLE XX: AMENDMENTS	21

\* As adopted at the 1974 Annual Convention and amended at the 1975 – 1985 – 1989 – 1990 – 1991 – 1993 – 1994 – 1996 – 1998 – 1999 – 2001 – 2002 – 2003 – 2004 – 2005 – 2006 – 2008 – 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018 and 2019 Conventions

## **ARTICLE I: NAME**

The name of this organization is the Florida Congress of Parents and Teachers, Inc. It is commonly known and will be referred to in these bylaws as the “Florida PTA.”

## **#ARTICLE II: PURPOSES**

**Section 1.** The Objects of the Florida PTA, in common with those of the National PTA, are:

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- b. To raise the standards of home life;
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- d. To promote the collaboration and engagement of families and educators in the education of children and youth;
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

**Section 2.** The Objects of the National PTA and the Florida PTA are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

**Section 3.** The organization 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 “Internal Revenue Code”).

## **#ARTICLE III: BASIC POLICIES**

The following are basic policies of the Florida PTA, in common with those of the National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.
- c. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

FLORIDA PTA STATE  
 BYLAWS  
 Rev- 7-2023

- 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 Florida 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 individuals 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. Notwithstanding any other provision of these articles, the organization 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. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the 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: CONSTITUENT ORGANIZATIONS**

**#Section 1.** The articles of organization of a constituent organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

**#Section 2.** Each constituent organization shall adopt such bylaws for the government of the organization as may be approved by the Florida PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of the state PTA.

**#Section 3.** Each constituent organization shall include in its bylaws provisions corresponding to the **Florida PTA Bylaws** as are identified herein by a **hashtag**.

**#Section 4.** The adoption of an amendment to any provision of the **Florida PTA Bylaws** identified by a **hashtag** shall serve automatically and without the requirement of further action by the constituent organization to amend correspondingly the bylaws of each constituent organization. Notwithstanding the automatic character of the amending process, the constituent organization shall promptly incorporate such amendments in their respective bylaws.

FLORIDA PTA STATE  
BYLAWS  
Rev- 7-2023

**#Section 5.** Bylaws of each constituent organization shall include an article on amendments.

**#Section 6.** Each officer or board member of a constituent organization shall be a member of a local PTA within its area.

**#Section 7.** A PTA member shall not serve as a voting member of a constituent organization's board at the local, council, district, or region level while serving as a paid employee of, or under contract to, that constituent organization.

**#Section 8.** Bylaws of each constituent organization shall include a provision establishing a quorum.

**#Section 9.** The members of the nominating committee for officers of a constituent organization shall be elected by the membership, board of managers, executive board, or executive committee.

**#Section 10.** The bylaws of all constituent organizations shall prohibit voting by proxy (unless proxy voting is specified by applicable state law).

#### **ARTICLE V: STATE PTAs/PTSAs**

**Section 1.** The Florida PTA is a branch of the National PTA and exists for the purpose of accomplishing, at the state level, the Objects of the National PTA in accordance with its policies. Within the framework of the responsibility that it shares with the National PTA for the implementation of the Objects of the National PTA and its obligation to comply with the National PTA bylaws, the Florida PTA is a self-governing organization with independent legal existence.

**Section 2.** The relationship of the Florida PTA with the National PTA and its duties, obligations, and responsibilities are set forth in the National PTA Bylaws and in the charter that is issued by the National PTA to the Florida PTA.

**Section 3.** The Florida PTA shall adopt such bylaws and other articles of organization as are in conformity with the National PTA Bylaws. In addition to the provisions of Article IV, Section 6 of the National PTA Bylaws, the bylaws of the Florida PTA shall include provisions of the National PTA Bylaws as are therein identified by a single star.

**Section 4.** The adoption of an amendment to any provision of the National PTA Bylaws identified by a single star shall serve automatically and without the requirement of further action of the Florida PTA to amend, its corresponding bylaws. Notwithstanding the automatic character of the amending process, the Florida PTA shall promptly incorporate such amendments in its bylaws.

**Section 5.** The bylaws of the Florida PTA and all amendments hereto shall be subject to approval by the Committee on Bylaws of the Board of Directors of the National PTA.

FLORIDA PTA STATE  
BYLAWS  
Rev- 7-2023

**Section 6.** The Florida PTA shall provide appropriate procedures for the organization of local PTAs within its area. The Florida PTA may determine the membership year for the local PTAs in its area and prescribe the form and content of the bylaws or other articles of organization of such local PTAs.

**Section 7.** The Florida PTA may create or establish subsidiary organizations (districts or regions) within its area to facilitate the administration of the affairs of the Florida PTA and for carrying out its programs and may prescribe the form and content of the bylaws or other articles of organization of such districts (or regions).

**Section 8.** The Florida PTA may create or establish councils in counties, cities, or other areas designated by its board of directors for the purpose of conferences, leadership training, and coordination of the efforts of local PTAs and may prescribe the form and content of the bylaws or other articles of organization of such councils. The local PTAs that shall be eligible for membership and participation in the work of any council shall be determined by the Florida PTA. Councils shall not legislate for local PTAs.

**Section 9.** Upon dissolution of this organization, after adequately paying or providing for the debts, and obligations of the organization, the 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 and whose purposes are in accordance with those of the National PTA.

**Section 10.** The Florida PTA is responsible for compliance by the local, council, or district or region PTAs within its area with the National PTA Bylaws and the bylaws of the state PTA. The provisions of the Florida PTA bylaws relating to the withdrawal of the charter of a local PTA (and the termination of its status as a local PTA) shall parallel the provisions of the National PTA Bylaws relating to the withdrawal by the National PTA of the charter of the Florida PTA and the termination of the status of the Florida PTA as a branch of the National PTA.

**Section 11.** The Florida PTA shall submit to the National PTA a report of its work and activities for inclusion in the annual report of the National PTA.

**Section 12.** The Florida PTA 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 organization, including, specifically, the number of local PTAs within its area, the national portion of membership dues collected by such local PTAs, the amounts of such dues received by the Florida PTA, and the amounts of dues remitted to the National PTA. Such books of account and records, including those of controlled organizations, shall at all reasonable times be open to inspection by an authorized representative of the National PTA.

## ARTICLE VI: LOCAL PTAs/PTSAs

**#Section 1.** Local PTAs shall be organized and chartered under the authority of the Florida 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 Florida PTA may in its bylaws prescribe. The Florida PTA shall issue to each local PTA in its area an appropriate charter evidencing the due organization and good standing of the local PTA.

A local PTA in good standing is one that:

- a. Adheres to the Objects and basic policies of the PTA;
- b. Remits the national portion of the dues through the state PTA 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 2.** Each local PTA 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 organization, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Florida PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Florida PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**#Section 3.** The charter of a 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 by the bylaws of the Florida PTA.

**#Section 4.** Each local PTA is obligated, upon withdrawal of its charter by the Florida PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Florida PTA or to such agency as may be designated by the Florida PTA or to another local PTA organized under the authority of the Florida PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Florida PTA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Florida PTA, all proceedings necessary or desirable for the purpose of dissolving such local PTA.

**#Section 5.** Each officer or board member of a local PTA shall be a member of such local PTA.

FLORIDA PTA STATE  
BYLAWS  
Rev- 7-2023

**#Section 6.** Only members of a local PTA who have paid dues for the current membership year may participate in the business of the local PTA.

**#Section 7.** Each local PTA shall collect dues from its members and shall remit a portion of such dues to the Florida PTA as provided in Article VII hereof.

**#Section 8.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of Florida bylaws identified by the number symbol.

**#Section 9.**

- a. Local unit bylaws may be amended at any regular meeting of the local unit by a two-thirds vote of the members present and voting provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting of the local unit and that the amendment shall be subject to the approval of the Florida PTA.
- b. The amendment shall become effective upon receipt of approval from the Florida bylaws chair.
- c. Any person holding an elected or appointed position in a local PTA shall serve for a designated term or until his successor is elected or appointed.
- d. A member of a local association whose dues have not been paid at least thirty (30) days prior to the annual election meeting may not vote in the annual election of officers.

**Section 10.** A local unit is considered delinquent if membership dues shall not have been paid to the state office by May 1, and shall not be entitled to voting privileges at the annual convention, nor be eligible for programs, materials or services from the Florida PTA. Reinstated PTAs refer to *Article XVI, Section 3*.

**Section 11.** A delinquent unit may be reinstated, at any time, after completion of the local unit compliance requirements established by the Florida PTA Board of Directors.

**#Section 12:** The local unit 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, the executive board, the executive committee or a special committee. Three signatures should be on file at the bank with **two signatures** required on all PTA checks. The treasurer shall present a financial statement at every meeting of the association and at other times when requested by the executive board 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 form. The treasurer's account shall be examined annually by an auditor or an auditing committee of not less than 3 members who, satisfied that the treasurer's annual report is correct, shall sign the statement to that fact at the end of the report. The auditing committee shall be appointed by the executive board. The auditors' report shall be given at the next regular meeting after the audit is completed.

FLORIDA PTA STATE  
BYLAWS  
Rev- 7-2023

**Section 13.** If a local unit has become inactive, funds and records of the unit may be held in escrow by the Florida PTA until such time the unit is reactivated. Escrow funds held for three years will be transferred to the Florida PTA Restricted Fund.

**#Section 14.** A local PTA may dissolve and conclude its affairs in the following manner:

- a. The executive committee (or other body that, under its bylaws, manages the affairs of the local PTA) shall adopt a resolution recommending that the local PTA be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of the members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTA shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting. Notice shall be given to the region representative and the council president at least 30 days before the vote is taken.
- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the Florida PTA at least (20) days before the date fixed for such special meeting of the members.
- c. Only those persons who were members of the local PTA on the date of adoption of the resolution and who continue to be members on the date of the special meeting shall be entitled to vote on the question of dissolution.
- d. Approval of the dissolution of the local PTA shall require the affirmative vote of at least two-thirds of the members present entitled to vote at the special meeting, a quorum being present.

**ARTICLE VII: MEMBERSHIP AND DUES**

**#Section 1.** Every individual who is a member of a local PTA is, by virtue of that fact, a member of the National PTA and of the Florida PTA by which such local PTA is chartered, and is entitled to all the benefits of such membership.

**#Section 2.**

Membership in each local PTA shall be made available by such local PTA, not in conflict with the provisions of the National PTA, as may be prescribed in the local bylaws, to any individual who subscribes to the objects and basic policies of the National PTA and Florida PTA.

**#Section 3.** Each local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time. For the purpose of annual enrollment and awards consideration, 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 membership year.

FLORIDA PTA STATE  
BYLAWS  
Rev- 7-2023

**#Section 4.** Each member of a local PTA shall pay such annual dues to the said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Florida PTA, the “state portion”, and the portion payable to the National PTA, the “national portion.”

**#Section 5.** The amount of the state portion of each member’s dues shall be determined by the Florida PTA. The national portion of each member’s dues shall be determined by the National PTA’s Board of Directors and Convention Body.

**#Section 6.** The Florida PTA portion of each member’s dues shall be \$1.25 per annum.

**#Section 7.** The state and national portions of the dues paid by each member of a local PTA shall be set aside by the local PTA and remitted to the Florida PTA through such channels and at such times as the state PTA bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

**#Section 8.** The Florida PTA shall make remittances, on a monthly basis, to the National PTA of the amounts due to the National PTA. Each remittance shall be accompanied by a statement of the dues received by the Florida PTA from all local PTAs within its area for the month covered by the report. Such a statement shall show the name and location of each local PTA, the amount paid by it to the Florida PTA, and the number of members in each local PTA.

**Section 9.**

a. The board of directors shall establish a restricted account to be known as the “Restricted Fund” for the purpose of receiving all contributions, with a restricted purpose, including but not limited to those for Honorary State Life Memberships, to the Restricted Fund. This fund is to be administered by the treasurer as chair, the scholarship chair, the vice president for membership development, and two additional members appointed by the president. All members are to serve for a term of two years. The president shall serve as an ex-officio member of the committee.

Monies in the restricted fund shall be disbursed for the intended purpose.

b. Honorary National and/or Honorary State Life Memberships, for which a fee shall be paid, may be conferred for distinguished service. Honorary Life Memberships shall carry neither the right to vote nor to hold office. They provide only guest privileges at the Annual PTA Convention upon payment of the registration fee. An Honorary Life Member may become an active member upon payment of dues in a local unit.

**ARTICLE VIII: OFFICERS**

**Section 1.** The officers of the Florida PTA shall be a president, a president-elect, four vice presidents, a secretary, and a treasurer.

**Section 2.** These officers shall be elected at an annual convention, in the even-numbered years, by the voting body of the convention.

FLORIDA PTA STATE  
BYLAWS  
Rev- 7-2023

**Section 3.** The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with an 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 Florida PTA:

- a. Each officer shall be a member of a local PTA chartered by the Florida PTA.
- b. No person shall hold more than one state office at any time and no officer may be eligible for two consecutive terms in the same office.
- c. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.
- d. A member eligible pursuant to paragraph e of Article VIII, Section 4 may be elected to no more than three consecutive terms served in three different offices.
- e. No person is eligible for office who at the time of election, has not reached the age of majority (18), and has not served at least one full term, as a member of the Florida PTA Board of Directors; a member of a Florida PTA Standing Committee; or a member of the National PTA Board of Directors; or a member of a National PTA committee elected or otherwise.
- f. All candidates for office must be a resident of the State of Florida at the time of nomination, as determined by the required Affirmation of Residency form, except for those serving in the Military and their immediate family members.

**Section 5.** A committee on nominations consisting of seven members and five alternates shall be elected by the state board of directors from its own body at the first regular board meeting following the election of officers. The committee shall serve a term of two years. No person shall be eligible to serve consecutive terms, or any portion thereof, on the nominating committee. The committee shall nominate a candidate for each office to be filled and shall send a report of these nominations to the state office for publication prior to the election meeting in the election year. Recommendations for candidates for offices to be filled may be made to the chair of the committee by local units, county councils and individual members of the state board of directors. Additional nominations may be made from the convention floor provided the consent of the nominees has been secured. It shall also be the duty of this committee to present recommendations to fill vacancies occurring on the board of directors.

**Section 6.** Each officer elected at an annual convention shall take office following the close of the annual convention and shall serve for a term of two years or until their successor is elected.

**Section 7.** In case of a vacancy in the office of president, the president-elect shall become president and shall hold office for the balance of the term. In filling the vacancy, the president-elect shall be entitled to continue in the presidency for the following term providing not more than one-half (1/2) of the full term as president has been served. A vacancy in the office of president-elect shall be filled at the next convention by the voting body. In the interim, the duties of the president-elect shall be delegated by the president. A vacancy in any office other than the president or president-elect shall be filled by the board of directors. In filling vacancies, the vote shall be taken by ballot. If more than one candidate for an office is presented, the election may be by mail ballot.

#### **ARTICLE IX: DUTIES OF OFFICERS**

**Section 1.** The officers shall perform duties prescribed in these bylaws and by the parliamentary authority as mandated by the National PTA and adopted by the Florida PTA.

**Section 2.** The president shall:

- a. preside at all meetings of the Florida PTA, the board of directors, and the executive committee;
- b. serve as an ex-officio member of all committees except the nominating committee and elections committee;
- c. appoint a designee to represent Florida on the National Council of States;
- d. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors, or executive committee;
- e. shall select a parliamentarian who shall be approved by the executive committee who shall serve at meetings of the executive committee, the board of directors, the convention and as requested when approved by the president.

**Section 3.** The president-elect shall:

- a. act as an aide to the president and shall perform such duties as may be assigned to him/her by the president;
- b. shall coordinate the work of the legislation and resolutions committees.

**Section 4.** The four vice presidents shall:

- a. act as aides to the president and shall perform such duties as may be assigned to them by the president;
- b. perform, in their designated order, the duties of the president in the president's absence or inability to serve;

FLORIDA PTA STATE  
BYLAWS  
Rev- 7-2023

- c. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.
- d. be designated as vice-president for leadership development, vice-president for regions and councils, vice-president for membership development, and vice-president for educational development.

**Section 5.** The secretary shall:

- a. keep an accurate account of all meetings of this organization, of the board of directors and the executive committee;
- b. perform such other correspondence and duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

**Section 6.** The treasurer shall:

- a. render a written statement of accounts at all meetings of the board of directors and of the executive committee and at other times when requested to do so by the president;
- b. present an annual, audited report of the financial condition of the organization at the annual convention;
- c. ensure the accounts are audited annually by a certified public accountant approved by the executive committee;
- d. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors or the executive committee;
- e. provide advice on financial matters;
- f. countersign checks in emergencies;
- g. inspect the monthly financial statements; and
- h. serve as chair of the Budget and Restricted Funds committees.

**ARTICLE X: BOARD OF DIRECTORS**

**Section 1.** The affairs of the Florida PTA shall be managed by the board of directors.

**Section 2.** Each board member shall be a member of a local PTA chartered by the Florida PTA.

**Section 3.** The members of the board shall be:

- a. elected officers;
- b. chairs of standing committees;
- c. region representatives;
- d. council presidents;
- e. the immediate past president;
- f. the parliamentarian (as a non-voting member);
- g. all National PTA board members residing in this state and any members of the Nominating and Leadership Recruitment Committee residing in this state;
- h. a youth member appointed by the Executive Committee;
- i. consultant(s) appointed by the President (up to three nonvoting members).

**Section 4.** No person shall serve on the board of directors in more than one capacity at any one time, with the exception of council presidents who will be going out of office within the fiscal year of the Florida PTA election. A state board member assuming the duties of a council president may serve until the next convention.

**Section 5.** The Board of Directors acting as a board, or through its executive committee as hereinafter provided, shall have all power and authority, including such powers as are usually exercised by directors of corporations, over the business and affairs of this organization during the interim between annual conventions, except that any action, resolution or decision taken or made by this organization at its convention shall not be revoked or modified by its board of directors or executive committee.

**Section 6.** The Board of Directors may authorize the executive committee to perform such duties and to have such power of the Board of Directors between its meetings, as the Board may deem expedient.

**Section 7.** The board of directors shall:

- a. have the power to acquire, dispose of, hold, and/or manage real property, provided notice of intent of any major transaction has been sent to local units and county councils in membership;
- b. have authority to adopt rules for the transaction of its business provided they do not conflict with the charter and bylaws of this organization.

FLORIDA PTA STATE  
BYLAWS  
Rev- 7-2023

- c. decide all questions of cooperation with other state organizations as they may deem necessary to strengthen and extend the work of the Florida PTA;
- d. create and appoint special committees;
- e. make an annual report at the convention.
- f. require and authorize payment of fidelity bonds, in such amounts as shall be determined by the board, for the treasurer and all other persons handling Florida PTA funds.

**Section 8.** With the exception of the officers elected at the annual convention, any member of the Board of Directors who fails to perform his duties may be removed from office by a two-thirds vote of those present at any meeting of the Board of Directors. The vote shall be by ballot.

**Section 9.** There shall be a minimum of two regular meetings of the board of directors: At least thirty days' notice of such meetings shall be given to a board member.

**Section 10.** Regular meetings may be conducted in person or by conference call, teleconference, or other electronic media as permitted by applicable law.

**Section 11.** Special meetings of the board of directors shall be called by the president or shall be called upon written request of one-third of the members of the board. For a special meeting, notice of at least ten (10) days for an in-person meeting, or forty-eight (48) hours for an electronic meeting shall be given. Special meetings may be conducted by conference call, teleconference, or other electronic media as permitted by applicable law.

**Section 12.** Between meetings, urgent business of the board of directors may be conducted by mail, by conference call, teleconference, or other electronic media as permitted by applicable law and ratified at the next board meeting.

**Section 13.** At all meetings of the board, a majority of the members of the board of directors shall constitute a quorum for the transaction of business. (*excluding minors per Florida state statute 617.0824*)

#### **ARTICLE XI: EXECUTIVE COMMITTEE**

**Section 1.** There shall be an executive committee of the Florida PTA, the members of which shall all be elected officers.

**Section 2.** The executive committee shall meet at the call of the president or upon written request of five members of the committee. Five members shall constitute a quorum.

**Section 3.** The executive committee shall meet prior to all meetings of the board of directors, the time and place to be determined by the president.

**Section 4.** The executive committee shall perform the duties delegated to it in these bylaws and shall:

- a. transact business referred to it by the board of directors;
- b. act in emergencies between meetings of the board;
- c. approve the program for each annual convention;
- d. The executive committee shall take no action in conflict with any action taken by the board of directors.

**Section 5.** Meetings of the executive committee may be conducted in person or by conference call, teleconference, or other electronic media as permitted by applicable law

#### **ARTICLE XII: COMMITTEES**

**Section 1.** Such standing committees may be created by the board of directors as shall be found necessary to carry on the work of this organization. These standing committees shall be assigned by the board of directors to work under the direction of the vice presidents serving as coordinators for the committees. The president-elect shall serve as the coordinator for the committees on legislation.

**Section 2.** Recommendations for candidates for each of these committee chairs may be made to the chair of the committee on nominations by local units, county councils, and individual members of the state board of directors. The committee shall present a list of recommendations to the Executive Committee. The Executive Committee shall elect standing committee chairs.

**Section 3.** The term of office for a standing chair is two years.

**Section 4.** Following the election, each committee chair of a standing or special committee shall submit written tentative plans of work to their respective president-elect or vice-president to be approved by the president with input from the executive committee.

**Section 5.** Meetings of standing and special committees may be conducted in person or by conference call, teleconference, or other electronic media as permitted by applicable law.

#### **ARTICLE XIII: COUNCILS**

**Section 1.** The Florida PTA Board of Directors may create and charter councils in counties or other areas for the purpose of conference, leadership training, and coordination of the efforts of local PTA and PTSA units, and may prescribe the form and content of the bylaws or other articles of organization of such councils. The local PTA unit that shall be eligible to membership and to participate in the work of any council shall be determined by the Florida PTA Board of Directors, the council shall not legislate for local PTAs.

**Section 2.**

- a. A county council may be organized when a county has, in different localities, five or more associations in active membership with the Florida PTA. The board of directors may make exceptions when deemed advisable, permitting a county council to be formed with a minimum of three associations, or two or more counties or portions of counties to unite in one council. These councils shall be governed by bylaws approved by the state bylaws chair. Only Florida PTA units shall be members of a county council.
- b. County council bylaws may be amended at any regular meeting of the council by a two-thirds vote of the members present and voting provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting of the council.
- c. The amendment shall become effective upon receipt of approval of the Florida PTA bylaws chair or designated staff member.
- d. 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 county council bylaws to conform to the action taken by the state convention when applicable.

**Section 3.** Each county council shall be entitled to be represented at the annual convention and region meetings in accordance with these bylaws.

**Section 4.** The charter of a county council shall be subject to withdrawal and the status of such organization as a county council shall be subject to termination in the manner and under the circumstances provided in Article XV of these bylaws. Upon such withdrawal of its charter, the county council shall carry out, under the supervision and direction of the Florida PTA Board of Directors all proceedings necessary or desirable for the purpose of dissolving such county council.

**Section 5.** Upon the voluntary or involuntary dissolution of a county council or the withdrawal of its charter by the Florida PTA Board of Directors, the county council is obligated:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Florida PTA Board of Directors or to such agency as may be designated by the Florida PTA Board of Directors or to another county council organized under the authority of the Florida PTA Board of Directors, subject, nevertheless, to the provisions of Article IIIh.
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Florida PTA, or status as a constituent organization of the National PTA.
- c. To provide for the disposition of all funds of the dissolving council in accordance with Article III h of these bylaws.
- d. To surrender the charter to the state office.

**ARTICLE XIV: REGIONS**

**Section 1.** The Florida PTA Board of Directors may create or establish subsidiary organizations (regions) within its area to facilitate and/or stabilize the administration of the affairs of the Florida PTA for carrying out its program. The board of directors may prescribe the form and content of the bylaws or other articles of organization of such subsidiaries.

**Section 2.** For the promotion of the work of this organization, the State of Florida shall be divided into regions as the board of directors shall determine, provided that the number of regions shall not exceed twelve.

**Section 3.** A region representative shall be elected by the Executive Committee for a two-year term.

**Section 4.** Region meetings are held to build leadership, to strengthen PTA programs, and to stimulate growth in membership enrollment and participation. Region meetings shall be held at least once a year. In the event of an emergency, the Executive Committee of the Florida PTA may cancel the region meeting.

**Section 5.** Each local association that has forwarded to the state office its individual membership dues by May 1 shall be entitled to be represented at the region meetings. Each county council shall be entitled to be represented at the region meetings.

**Section 6.** Recommendations for candidates for region representatives may be made to the chair of the committee on nominations by local units, county councils, and individual members of the state board of directors. The committee shall present a list of recommendations to the Executive Committee. The Executive Committee, which shall elect region representatives.

**Section 7.** A vacancy in the office of region representative shall be filled by the state board of directors.

**Section 8.** It shall be the primary duty of the region representative to bring leadership service to the local units. The region representative shall promote the work of the Florida PTA under the direction of the vice president, coordinate the work of the regions and councils, and preside over all meetings for this region.

**Section 9.** No action may be taken in a regional meeting that is in conflict with these bylaws or which would negate action taken by the delegate body in the convention assembly.

**ARTICLE XV: STATE AND LOCAL RELATIONSHIPS**

**Section 1.** Florida PTA is responsible for compliance by local PTAs and county councils with the bylaws of the National PTA, Florida PTA, and the applicable local PTA.

FLORIDA PTA STATE  
BYLAWS  
Rev- 7-2023

**Section 2.** There shall be a committee on state and local relationships consisting of five members of the board of directors, one of whom shall be the immediate past president, two

officers, one of whom shall be the Vice President for Regions & Councils and two region representatives. The three members, in addition to the immediate past president and the Vice President of Regions and Councils, shall be appointed by the president to serve for an administration. The immediate past president shall chair the committee.

**Section 3.** Upon written request of any five members of a PTA, or council, the president shall authorize the committee to review any alleged violations by local PTAs or county councils of the National PTA Bylaws, the Florida PTA bylaws, or their own bylaws or other practices or activities of local PTAs or county councils that may tend to defeat the Objects and basic policies of the Florida PTA and the National PTA and shall promptly report to the state board of directors the results of such review and its recommendations for action.

**Section 4.** The Florida PTA Board of Directors shall give due consideration to the report of the committee and, upon written request of two or more members, shall accord the local PTA an opportunity to be heard and to respond to the report. If, upon such consideration and hearing, the Florida PTA Board of Directors finds a violation by a local PTA, or county council, it may, by a two-thirds vote of all its members then in office, require the local PTA or county council to take appropriate corrective action within a period of time stipulated by the Florida PTA board of directors. When recommended action is not taken by the local PTA or county council within the allotted time, the board of directors may, by a two-thirds vote of members then in office, grant the local PTA or county council an extension of time of not less than three months nor more than six months in which to achieve satisfactory compliance with the action required by the board of directors. Failing such compliance, the board of directors may withdraw the charter of the local PTA or county council and terminate its status as a local PTA, or county council.

#### **ARTICLE XVI: STATE CONVENTION**

**Section 1.** A regular convention of the Florida PTA shall be held annually, the time and place to be determined by the board of directors. Notice of such meetings shall be sent to each member of the board of directors and shall be published, at least thirty (30) days before the meeting.

**Section 2.** The annual convention shall be the governing body of the Florida PTA.

**Section 3.** Each local association that has forwarded its individual membership dues as shown on the books in the state office as of May 1, shall be entitled to be represented at the annual convention by its president or an alternate officer, and one delegate or alternate, plus one delegate or alternate for each one hundred members or major fraction thereof. Newly chartered and reinstated PTAs that have come into membership with the Florida PTA after May 1, shall be entitled to the same ratio of representation as other PTA units. These voting delegates and their alternates shall be elected in an open meeting or at a meeting of the executive board and shall have been members of the unit for at least thirty days prior to the time of their election.

Each county council shall be entitled to be represented at the convention and region meetings by its president or an alternate officer and one additional delegate or alternate for each ten local units or major fraction thereof in council membership, the delegates and alternates to be elected by the executive board or in open session.

FLORIDA PTA STATE  
BYLAWS  
Rev- 7-2023

**Section 4.** The meetings of the annual convention shall be open to all members upon payment of the registration fee, but the privilege of making motions, debating and voting shall be limited to the members of the board of directors, the accredited county council representative and to the accredited representatives of each local association as above provided. A voting member shall have but one vote.

**Section 5.** One hundred and twenty-five voting members, representing a majority of the regions, shall constitute a quorum.

**Section 6.** There shall be a registration fee paid at the annual convention to assist in taking care of convention expenses, the board of directors to determine the amount of fee and disbursement of same.

**Section 7.** In the event of an emergency, the board of directors shall have authority to determine whether a convention shall be held; a two-thirds vote shall decide and the vote may be taken by teleconference. In the event that no convention is held, the board of directors shall have the authority to plan procedures for conducting all necessary business by mail. Election shall be by mail.

**Section 8.** In the event the state convention is not held, a meeting of the board of directors shall be held at a time and place to be decided by the executive committee. All business assigned in the bylaws to the board meeting held in conjunction with the annual convention shall be transacted at this meeting.

**Section 9.** In the event the election is conducted by mail, election shall be by ballot, and a plurality vote shall elect. The election committee shall have charge of the election, which shall be in accordance with the procedure adopted by the board of directors. In the event of a tie vote, the outcome will be determined by drawing lots.

The results of the election shall be reported to the board of directors at the meeting corresponding to the pre-convention board meeting and reported to the membership. Newly elected officers shall assume their duties at the close of this meeting.

**Section 10.** In an election by mail, each local association may cast its full vote in accordance with the provisions of Article XVI, Section 3.

**Section 11.** Any accredited voting delegate of the state convention may nominate a candidate for office, in accordance with the provisions of Article VIII, Section 4 provided consent of the nominee has been secured.

**Such a nomination must have the signature of at least five Florida PTA unit members and must be sent to the president and the secretary of the Florida PTA, in accordance with the procedure adopted by the Board of Directors.**

**Section 12.** In the event the annual convention is not held, these bylaws may be amended by mail, provided all requirements of Article XX are adhered to, and provided the amendments pertain to the emergency situation.

**ARTICLE XVII: NATIONAL CONVENTION**

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

- a. The president of the Florida PTA;
- b. One additional delegate from among the members of the state PTA for each 1000 members, or major fraction thereof, of the Florida PTA, as shown on the books of the treasurer of the National PTA as of March 31 preceding the annual convention.

**Section 2.** The selection of the delegates, other than the president of Florida PTA who shall be a delegate by virtue of office, shall be governed by the bylaws of the Florida PTA.

**Section 3.** Delegates and alternates to the annual convention of the National PTA shall be elected or authorized by the board of directors of the Florida PTA.

**ARTICLE XVIII: FISCAL YEAR**

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

**#ARTICLE XIX: PARLIAMENTARY AUTHORITY**

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

**ARTICLE XX: AMENDMENTS**

**Section 1.** These bylaws may be amended at an annual convention by a two-thirds vote of those present and voting, provided the amendments have been approved by the board of directors and notice of proposed amendments has been provided to constituent organizations thirty (30) days prior to the opening of the convention. (In case of cancellation of convention these bylaws may be amended by the procedure outlined in Article XVI, Section 12.)

**#Section 2.** The adoption of an amendment to any provision of the National PTA Bylaws identified by a single star shall serve automatically and without the requirement of further action by the Florida PTA to amend their corresponding bylaws. State PTAs shall promptly incorporate such amendments in their respective bylaws.

**#Section 3.** The adoption of an amendment to any provision of the National PTA Bylaws identified by a double star shall serve automatically and without the requirement of further action by the Florida PTA to amend their corresponding bylaws. State PTAs shall promptly incorporate such amendments in their respective bylaws.

**#Section 4.** The adoption of an amendment to the articles and sections of these bylaws that bear the symbol # shall automatically amend the bylaws of the local units and county councils to conform to the action taken by the state convention.