



BYLAWS

INDEX

ARTICLE I: NAME	2
#ARTICLE II: PURPOSES	2
#ARTICLE III: BASIC POLICIES	2
ARTICLE IV: CONSTITUENT ASSOCIATIONS	3
ARTICLE V: STATE PTAS/PTSAS	3
ARTICLE VI: LOCAL UNIT PTAS/PTSAS	4
ARTICLE VII: MEMBERSHIP AND DUES	6
ARTICLE VIII: OFFICERS	7
ARTICLE IX: DUTIES OF OFFICERS	8
ARTICLE X: BOARD OF DIRECTORS	9
ARTICLE XI: EXECUTIVE COMMITTEE	10
ARTICLE XII: COMMITTEES	11
ARTICLE XIII: COUNCILS	11
ARTICLE XIV: REGIONS	12
ARTICLE XV: STATE AND LOCAL RELATIONSHIPS	12
ARTICLE XVI: STATE CONVENTION	13
ARTICLE XVII: NATIONAL CONVENTION	14
ARTICLE XVIII: FISCAL YEAR	14
#ARTICLE XIX: PARLIAMENTARY AUTHORITY	14
ARTICLE XX: AMENDMENTS	14

ARTICLE I: NAME

The name of this association is 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 purposes (Objects) of 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 purposes of National PTA and Florida PTA are promoted through educational programs 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 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 "Internal Revenue Code").

#ARTICLE III: BASIC POLICIES

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

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the association.
- c. The association or members in their official capacities shall not, directly, or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The association 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 association shall not enter into membership with other associations except such international or national associations as may be approved by the National PTA Board of Directors. Florida PTA or any of its divisions may cooperate with other associations 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 association shall inure to the benefit of or be distributable to its members, directors, trustees, officers, or other private individuals except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

- g. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of the association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

#ARTICLE IV: CONSTITUENT ASSOCIATIONS

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

Section 2. Each constituent association shall adopt such bylaws for the government of the association as may be approved by 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 association 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 association to amend correspondingly the bylaws of each constituent association. Notwithstanding the automatic character of the amending process, the constituent association shall promptly incorporate such amendments in their respective bylaws.

Section 5. Bylaws of each constituent association shall include an article on amendments.

Section 6. Each officer or board member of a constituent association shall be a member of a local unit within its area.

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

Section 8. Bylaws of each constituent association shall include a provision establishing a quorum.

Section 9. The members of the nominating committee for officers of a constituent association shall be elected by the procedures as outlined in their bylaws.

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

ARTICLE V: STATE PTAS/PTSAS

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

Section 2. The relationship of 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 Florida PTA.

Section 3. Florida PTA shall adopt such bylaws and other articles of association 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 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 Florida PTA to amend its corresponding bylaws. Notwithstanding the automatic character of the amending process, Florida PTA shall promptly incorporate such amendments in its bylaws.

Section 5. Florida PTA shall provide appropriate procedures for the association of local units within its area. Florida PTA may determine the membership year for the local units in its area and prescribe the form and content of the bylaws or other articles of association of such local units.

Section 6. Florida PTA may create or establish subsidiary associations (councils or regions) within its area to facilitate the administration of the affairs of Florida PTA and for carrying out its programs and may prescribe the form and content of the bylaws or other articles of association of such councils or regions.

Section 7. Florida PTA may create or establish councils in counties, cities, or other areas designated by its board of directors for the purpose of conference, leadership training, and coordination of the efforts of local units and may prescribe the form and content of the bylaws or other articles of association of such councils. The local units that shall be eligible for membership and participation in the work of any council shall be determined by Florida PTA. Councils shall not legislate for local units.

Section 8. Florida PTA is responsible for ensuring compliance by the local units, councils, and regions within its area with the National PTA Bylaws and the bylaws of the state PTA. The provisions of Florida PTA bylaws relating to the withdrawal of the charter of a local unit (and the termination of its status as a local unit) shall parallel the provisions of the National PTA Bylaws relating to the withdrawal by the National PTA of the charter of Florida PTA and the termination of the status of Florida PTA as a branch of the National PTA.

Section 9. 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 10. 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 association, including, specifically, the number of local units within its area, the national portion of membership dues collected by such local units, the amounts of such dues received by Florida PTA, and the amounts of dues remitted to the National PTA. Such books of account and records, including those of controlled associations, shall at all reasonable times be open to inspection by an authorized representative of the National PTA.

ARTICLE VI: LOCAL UNIT PTAS/PTSAS

#Section 1. Local units shall be organized and chartered, by a member of the Florida PTA board of directors or the president of the corresponding council, under the authority of Florida PTA, in the area in which the local unit functions. Local units shall be in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as Florida PTA may in its bylaws prescribe. Florida PTA shall issue to each local unit in its area an appropriate charter evidencing the due association and good standing of the local unit.

A local unit in good standing is one that:

- a. adheres to the purposes 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;

- d. meets other criteria as may be prescribed by the individual state PTA; and
- e. **remits dues to Council, if applicable.**

#Section 2. Each local unit 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, the dues collected from its members, and the amounts of dues remitted to Florida PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of 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 unit shall be subject to withdrawal and the status of such association as a local unit shall be subject to termination, in the manner and under the circumstances provided by the bylaws of Florida PTA.

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

- a. **to surrender all its books and records to Florida PTA. Council assets (funds/property) will be distributed to one or more chartered PTAs/PTSAs in good standing, with prior notice given to Florida PTA.**
- b. to cease and desist from the further use of any name that implies or connotes association with the National PTA or Florida PTA, or status as a constituent association of the National PTA.
- c. to carry out promptly, under the supervision and direction of Florida PTA, all proceedings necessary or desirable for the purpose of dissolving such local unit.

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

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

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

#Section 8. Each local unit shall include in its bylaws, provisions corresponding to the provisions of Florida PTA 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 approval of Florida PTA.
- b. **The amendment shall become effective upon receipt of approved bylaws from Florida PTA.**
- c. Any person holding an elected or appointed position in a local unit 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 state convention, nor be eligible for programs, materials or services from 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 an approved budget, as authorized by the association. Three signatures should be on file at the

bank, with two signatures required on all 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 form. A financial review shall take place 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 Board of Directors. The auditors' report shall be given at the next regular meeting after the audit is completed.

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

#Section 14. A local unit 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 unit) shall adopt a resolution recommending that the local unit 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 unit 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 field service representative or 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 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 and 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 unit is, by virtue of that fact, a member of the National PTA and of Florida PTA by which such local unit is chartered and is entitled to all the benefits of such membership.

#Section 2. Membership in each local unit shall be made available by such local unit, 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 purposes and basic policies of the National PTA and Florida PTA.

#Section 3. Each local unit 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.

#Section 4. Each member of a local unit shall pay such annual dues to said association as may be prescribed by the association. The amount of such dues shall include the portion payable to 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 Florida PTA. National PTA's Board of Directors and Convention Body shall determine the national portion of each member's dues.

#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 unit shall be set aside by the local unit and remitted monthly to 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 units in its area.

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

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. This fund is to be administered by the treasurer as chair, a vice president, a committee chair, and two additional members all appointed by the president. All members are to serve for a term of two years or until the end of the term in which they were appointed. 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 state 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 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 the state convention, in the even numbered years, by the voting body of the convention.

Section 3. Officers shall be elected by ballot (paper or electronic). When there is but one candidate for any office, election shall be acclamation. When there are two candidates for any office, a majority vote will determine the election. When there are more than two candidates for any office, a plurality vote will determine the election. In the event of a tie vote, balloting will continue until the tie is broken.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of Florida PTA:

- a. Each officer shall be a member of a local unit chartered by 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 nomination, has not reached the age of majority (18), and has not completed at least one full term, as a member of 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 residents of the state of Florida at the time of nomination, as determined by the required Affirmation of Residency form.

Section 5. A nominating committee consisting of five members and five alternates shall be elected by the state board of directors from its own body, at the first regular board meeting, in the second year of the term.

The committee shall serve a term of one year. 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. Recommendation for candidates for offices to be filled may be made to the chair of the committee by local units, councils, and individual members of the state board of directors, provided the consent of the nominee has been secured. It shall also be the duty of this committee to present recommendations to fill vacancies occurring on the Board of Directors.

Proviso – Changes made to the makeup of the Nominating Committee will become effective with the 2022-2024 term.

Section 6. Each officer elected at the state convention shall take office following the close of the state 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 term for which they were elected. A vacancy in the office of president elect shall be filled at the next state convention by the voting body. In the interim, the president shall delegate the duties of the president elect. 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 (paper or electronic).

ARTICLE IX: DUTIES OF OFFICERS

Section 1. The officers shall perform duties prescribed in these bylaws, other Florida PTA governing documents, and by the parliamentary authority, as mandated by the National PTA and adopted by Florida PTA, or as directed by the president, the board of directors or the executive committee.

Section 2. The president will:

- a. preside at all meetings of Florida PTA, the board of directors, and the executive committee;
- b. serve as an ex-officio member of all committees except the nominating and elections committees;
- c. 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;
- d. 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 state convention and as requested when approved by the president.
- e. create and appoint special committees.

Section 3. The president-elect will:

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

Section 4. There shall be four vice presidents who will:

- a. act as aides to the president and 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;
- 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; and
- d. be designated as 1st Vice President, 2nd Vice President, 3rd Vice President, and 4th Vice President.

Section 5. The secretary will:

- a. keep an accurate account of all meetings of this association, of the board of directors, and the executive committee;
- b. 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;
- c. provide a report of the actions taken by the Board of Directors over the previous year.

Section 6. The treasurer will:

- a. present an annual, audited report of the financial condition of the association at the state convention;
- b. ensure the accounts are audited annually by a certified public accountant
- c. provide advice on financial matters;
- d. countersign checks in emergencies;
- e. inspect the monthly financial statements;
- f. serve as chair of the Budget and Restricted Fund committees.

Proviso – Changes made to the officer responsibilities will become effective with the 2022-2024 term.

ARTICLE X: BOARD OF DIRECTORS

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

Section 2. Each board member must be a member of a local unit chartered by Florida PTA.

Section 3. The members of the board shall be:

- a. elected officers;
- b. chairs of standing committees, up to seven (7);
- c. field service representatives, up to six (6) (elected annually by Council Presidents);
- d. the immediate past president;
- e. the parliamentarian (nonvoting member);
- f. a youth member (appointed by the Executive Committee); and
- g. consultant(s) up to two (2), appointed by the President (nonvoting members).

Proviso – Changes made to the board of directors will become effective with the 2022-2024 term.

Section 4. No person can serve on the board of directors in more than one capacity at any one time.

Section 5. The term of service shall be two years or until the end of the term in which they were elected/appointed.

Section 6. The board of directors acting as a board, or through its executive committee as hereinafter provided, has all power and authority, including such powers as are usually exercised by directors of corporations, over the business and affairs of this association during the interim between state conventions, except that any action, resolution, or decision taken or made by this association at its convention cannot be revoked or modified by its board of directors or executive committee.

Section 7. 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 8. The board of directors will:

- a. acquire, dispose of, hold and/or manage real property, provided notice of intent of any major transaction has been sent to local units and councils in membership;
- b. adopt rules for the transaction of its business provided they do not conflict with the charter and bylaws of this association;
- c. decide all questions of cooperation with other state associations as they may deem necessary to strengthen and extend the work of Florida PTA;
- d. create an annual report; and
- e. approve the annual budget and make amendments as needed.

Section 9. With the exception of the officers elected at the state convention, any member of the board of directors who fails to perform their duties may be removed from office by a two-thirds vote of those present at any meeting of the board of directors, as outlined in the Policies and Procedures. The vote will be by ballot (paper or electronic).

Section 10. There will 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 11. Regular meetings of the board of directors may be conducted in person or by conference call, teleconference, or other electronic media as permitted by applicable law.

Section 12. Special meetings of the board of directors shall be called by the president or upon written request of one-third of the board of directors. 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 must be given. Special meetings may be conducted by conference call, teleconference, or other electronic media as permitted by applicable law.

Section 13. Between meetings, urgent business of the board of directors may be conducted by the Executive Committee via conference call, teleconference, or other electronic media as permitted by applicable law and ratified at the next board meeting.

Section 14. At all meetings of the board of directors, a majority of the members 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 Florida PTA, the members of which shall all be elected officers.

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

Section 3. The executive committee will 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 must perform the duties delegated to it in these bylaws and will:

- a. transact business referred to it by the board of directors;
- b. act in emergencies between meetings of the board; and
- c. not take any 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. The Special Electing Group (the newly elected officers) shall create standing committees.

Section 2. Recommendations for committee chairs may be made to the chair of the nominating committee by local units, councils, and individual members of the state board of directors, provided the consent of the nominee has been secured. The nominating committee shall present a list of recommendations to the Special Electing Group. The Special Electing Group will elect standing committee chairs.

Section 3. The term of office for a standing committee chair is two years or until the completion of the term in which they were elected/appointed.

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

Section 5. Meetings of standing, subcommittee or 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 unit and PTSA units and may prescribe the form and content of the bylaws or other articles of association of such councils. A local unit is eligible for membership and to participate in the work of any council as determined by Florida PTA.

Section 2.

- a. A council may be organized when a county has, in different localities, five or more associations in active membership with Florida PTA. The board of directors may make exceptions when deemed advisable, permitting a council to be formed with a minimum of three associations, or two or more counties or portions of counties to unite in one council. Councils will be governed by bylaws approved by Florida PTA.
- b. Council bylaws may be amended at any regular meeting of the council by two-thirds vote of the members present and voting provided that notice of the proposed amendment will have been given at least thirty (30) days prior to the meeting of the council.
- c. Amendments become effective upon receipt of approved bylaws from Florida PTA.
- d. The adoption of an amendment to the articles and sections of the bylaws of Florida PTA that bear the symbol # shall automatically amend the council bylaws to conform to the action taken by the state convention when applicable.

Section 3. Councils will be represented on the Florida PTA Board of Directors by up to six (6) field service representatives elected by Council Presidents, on an annual basis, for a one-year term.

Proviso – Changes made to council representation on the Board of Directors will become effective with the 2022-2024 term.

Section 4. Each council shall be entitled to be represented at the state convention and region meetings in accordance with these bylaws.

Section 5. The charter of a council shall be subject to withdrawal and the status of such association as a council shall be subject to termination in the manner and under the circumstances provided in Article XV on these bylaws. Upon such withdrawal of its charter, the council shall carry out, under the supervision and direction of Florida PTA Board of Directors, all proceedings necessary or desirable for the purpose of dissolving such council.

Section 6. Upon the voluntary or involuntary dissolution of a council or the withdrawal of its charter by Florida PTA Board of Directors, the council is obligated:

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

ARTICLE XIV: REGIONS

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

Section 2. For the promotion of the work of this association, 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. Field service representatives and associates shall support regions.

Section 3. Up to six (6) Field Service Representatives will be elected by the Council Presidents on an annual basis, for a one-year term, to represent the Councils as voting members on the Board of Directors.

Section 4. It shall be the primary duty of the field service representative/associate to bring leadership support to councils and local units, as directed or assigned. The field service representative/associate shall promote the work of Florida PTA under the direction of the coordinating vice president and preside over all region meetings.

Section 5. Region meetings may be conducted in person or by conference call, teleconference, or other electronic media as permitted by applicable law. Prior approval of the president is required for in person meetings.

Section 6. Each local unit that has forwarded to the state office its individual membership dues by May 1st shall be entitled to be represented at the region meetings. Each council shall be entitled to be represented at the region meetings.

Section 7. No action may be taken in a region meeting which is in conflict with these bylaws or which would negate action taken by the delegate body in convention assembly.

ARTICLE XV: STATE AND LOCAL RELATIONSHIPS

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

Section 2. There shall be a committee on state and local relationships consisting of five members of the board of directors, consisting of the immediate past president, the coordinating Vice President overseeing local units, councils, and regions, one additional officer, and two field service representatives. The

president will appoint the Vice President and an additional officer to serve for a two-year term or until the completion of the term in which they were appointed. Field Service Representatives will be appointed by the president for a one-year term. The immediate past president will chair the committee. In the event of a conflict of interest, the president may replace a committee member.

Section 3. Upon written request of any five members of a local unit or council, the president shall authorize the committee to review any alleged violations of the governing documents or policies of National PTA, Florida PTA, or their own governing documents and policies. The committee must promptly report to the president, the results of such review and its recommendations for action. Any recommended action beyond training shall be forwarded to the board of directors for consideration.

Section 4. The Florida PTA Board of Directors must give due consideration to the committee's report. The subject(s) of the report will be provided the opportunity to be heard and to respond to the report. If, upon such consideration and hearing, a violation is identified, it may, by a two-thirds vote, require the subject(s) of the report to take appropriate corrective action within a specified period of time. Failing such compliance, the board of directors, by a two-thirds vote, may withdraw the charter of the local unit or council. In the case of an individual who fails to take the recommended corrective action, the president, or an appointed member of the board of directors, shall report the findings to the general membership of the affected association.

ARTICLE XVI: STATE CONVENTION

Section 1. A regular convention of the Florida PTA will be held annually. Notice of such will be sent to each member of the board of directors and will be published at least thirty (30) days before the meeting.

Section 2. The delegates to the state convention shall be the governing body of Florida PTA.

Section 3. Each local unit, whose individual membership dues have been received by the state office as of May 1, will be entitled to be represented at the state convention as follows:

- a. its president (or alternate officer) and one additional delegate representing the first one hundred (100) members, or a fraction thereof;
- b. and one delegate for each additional one hundred (100) members or fraction thereof.

Example. ABC PTA has 350 members. They are entitled to two delegates for members 1-100, one delegate for members 101-200, one delegate for members 201-300, and one delegate for members 301-350, for a total of five delegates.

Delegates and their alternates shall be elected in an open meeting or at a meeting of the Board of Directors and must have been members in the unit for at least thirty days prior to the time of their election.

Newly chartered and reinstated local units which have come into membership with Florida PTA after May 1, shall be entitled to the same ratio of representation as other local units.

Section 4. Each council will be entitled to be represented at the state convention and region meetings as follows:

- a. its president (or alternate officer) and one additional delegate representing the first ten local units or fraction thereof;
- b. and one delegate for each additional ten local units or fraction thereof.

Example. XYZ Council has forty-one (41) units. They are entitled to two delegates for units 1-10, one delegate for units 11-20, one delegate for units 21-30, one delegate for units 31-40, and one delegate for unit 41, for a total of six delegates.

Delegates and their alternates shall be elected at a meeting of the Board of Directors.

Newly chartered and reinstated councils which have come into membership with Florida PTA after May 1, shall be entitled to the same ratio of representation as other councils.

Section 5. The meetings of the state convention shall be open to all attendees upon payment of the registration fee. The privilege of making motions, debating, and voting will be limited to the members of the Florida PTA board of directors, councils, and local unit delegates as provided above. A delegate will have but one vote.

Section 6. One hundred and twenty-five delegates, representing a majority of the regions, will constitute a quorum.

Section 7. There will be a registration fee paid for participation at the state convention.

Section 8. In the event of an emergency, the board of directors have the authority to determine whether a state convention will be held; a two-thirds vote will decide. The vote may be taken during an electronic meeting.

Section 9. In the event the state convention is not held, the executive committee has the authority to plan procedures for conducting all necessary business, including the election, which would have been undertaken at the convention. Business will be conducted at a meeting of the board of directors to be held at a time and place as determined by the president.

Section 10. In the event the state convention is not held, the election will be conducted electronically, and a plurality vote will elect. The elections committee will have charge of the election, which will be in accordance with election policies adopted by the board of directors. In the event of a tie vote additional balloting will take place until the tie is broken.

Newly elected officers will assume their duties at the close of the business meeting held in lieu of the convention.

Section 11. In the event the state convention is not held, these bylaws may be amended electronically, provided all requirements of Article XX are adhered to, and provided the amendments pertain to the emergency situation.

ARTICLE XVII: NATIONAL CONVENTION

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

Five (5) delegates plus one (1) delegate per one thousand (1,000) members, or major fraction thereof, of each state constituent association of National PTA, as shown on the books of the secretary-treasurer of National PTA as of March 31 preceding an annual meeting, and as accredited by the state constituent association PTA

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

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

ARTICLE XVIII: FISCAL YEAR

The fiscal year of Florida PTA will 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 Florida PTA and its constituent associations 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 a state 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 associations thirty (30) days prior to the opening of convention. (In case of cancellation of convention these bylaws may be amended by the procedure outlined in Article XVI, Section 11.)

#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 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 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 councils to conform to the action taken by the state convention.