

# **Bylaws and Standing Rules Instructions**





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## Bylaws

Bylaws of the PTA determine its structure and provide specific regulations by which its affairs are governed. The bylaws define or explain the rules under which the PTA functions. They protect the group from error and guide it to efficient service.

The PTA unit should be careful not to include items that should be in the Standing Rules (guidelines for running your Board), as this makes the Bylaws too cumbersome.

A group, upon organization and before becoming a local unit of the Florida PTA, must adopt bylaws to meet its particular needs and submit the original for approval to the FPTA State Office. Upon approval the original is kept at the State Office and a copy is emailed to the local unit.

The Florida PTA has compiled a Bylaws Form that includes wording required by both Florida PTA and National PTA. Local PTAs in Florida are **required** to use the form to be sure that all state/national requirements are included.

### Suggestions to Local Bylaws Chairs

Each local PTA or PTSA is a self-governing unit, with its structure and regulations prescribed in bylaws that the members have adopted.

Bylaws **may not be suspended**, even by unanimous vote.

Bylaws chairs should be informed regarding local, state and national bylaws. A copy of your local unit bylaws may be obtained from the state office ([info@floridapta.org](mailto:info@floridapta.org)).

Bylaws chairs should distribute copies of the approved local unit bylaws to each board member.

Three copies of your bylaws should be on hand at all times – one with the president, one in the secretary's permanent record book and one on file at the school.

Local unit bylaws should be reviewed every year, and at a minimum, **SENT TO THE FLORIDA PTA STATE OFFICE FOR APPROVAL every three (3) years**. Be sure that all the blanks are filled in. **KEEP YOUR BYLAWS SIMPLE**. You do not want them to be so specific that they keep you from operating.

Amendments to local PTA bylaws require a 2/3 vote of the members present and voting at a general meeting provided the quorum is present and a 30-day notice has been given of the proposed changes. **The original amended bylaws are then forwarded to the FPTA State Office for approval.**

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



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## Special Bylaws Instructions

The 2016-2017 Local Unit Bylaws Form **MUST BE USED**. Earlier versions of the form **will not be approved**.

The form is available online ([www.FloridaPTA.org](http://www.FloridaPTA.org)—under the Running Your PTA Tab) or by emailing the state office: [info@floridapta.org](mailto:info@floridapta.org).

- Fill in all of the blanks.
- Have membership vote on amendments or revisions. Requires a 2/3 affirmative vote to amend.
- Send the original Bylaws to the state office for approval whether reviewed, amended or revised.
  - The completed bylaws can be emailed, mailed or faxed.
  - Email information is on our website, [www.FloridaPTA.org](http://www.FloridaPTA.org), under the Running Your PTA tab.
- Complete Submission Form (if mailing/faxing).
- If uploading, complete online form and attached bylaws.
- If the bylaws committee recommends no changes, this must be reported to the general membership.

The state office will return an approved copy to the local unit via email. The original will be kept on file in the state office.

**BYLAWS NOT SUBMITTED ON THE CURRENT 2016-2017 FORM WILL NOT BE APPROVED.**

Send bylaws by mail to:

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

Or:

Online—[www.FloridaPTA.org](http://www.FloridaPTA.org)—Running Your PTA Tab



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# Instructions to Complete Bylaws Form for Local PTA/PTSA Units

Bylaws must be submitted on the  
Florida PTA Approved Bylaws Form (2016-2017)

**Information and Instructions:** The form includes the requirements of the State and National PTA, instructions and suggestions to assist the local unit with the articles to govern its affairs. These instructions have been prepared by the bylaws committee in accordance with provisions in the National PTA Bylaws. In some instances the language of a required item has been modified so that it will read appropriately in the local unit bylaws. Each article and section included in the bylaws form serves a purpose and should be included in local PTA bylaws. Each PTA unit is required to include in its bylaws the articles marked with two stars (\*\*) and the articles and sections marked with a # symbol. **These articles and sections must appear exactly as printed in the 2016-2017 local unit Bylaws form.** Local unit bylaws may not conflict with National or Florida PTA Bylaws. **BYLAWS MUST BE REVIEWED EVERY YEAR, AND SUBMITTED TO FLORIDA PTA, AT A MINIMUM, EVERY THREE (3) YEARS, FOR APPROVAL. AFTER REVIEW BY THE BOARD AND APPROVAL OF CHANGES TO THE BYLAWS BY THE GENERAL MEMBERSHIP, THE UPDATED BYLAWS MUST BE SENT TO THE FLORIDA PTA STATE OFFICE FOR APPROVAL.**

The following explanations of articles are designed to aid the bylaws committee as they review, amend or revise their bylaws:

**Article I: Name** (print the complete, correct school and PTA NAME)

When a PTA changes its name, it is necessary to amend the bylaws and send the original bylaws to the state office for approval.

**#Article II: Articles of Organization**

Articles of Organization are the bylaws of the association.

**#Article III: Purposes**

Objects of the association.

**#Article IV: Basic Policies**

Basic policies of the association.

**#Article V: Membership and Dues**

Nothing may be changed in this Article. The amount of dues is not listed in bylaws. (Standing Rules may be established for this purpose.)

**Article VI: Officers and Their Elections**

The association shall designate such officers as are needed. Only elected officers may be listed. **PTA does not recognize “Co” officers.** Refer to Robert’s Rules of Order, Newly Revised (current edition). Minimum officers required: President, Secretary and Treasurer.

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# Instructions to Complete Bylaws Form for Local PTA/PTSA Units Continued

Bylaws must be submitted on the  
Florida PTA Approved Bylaws Form (2014-2015)

## Article VII: Duties of Officers

The association has the option to designate the duties of vice-president such as first vice-president/program(s), second vice-president/membership, third vice-president/ways and means, etc. The VP job descriptions must be completed. Please contact the state office if you have questions.

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

## Article VIII: General Membership Meetings

**Three is the minimum number accepted for general membership meetings.**

It is important that the quorum be set to reflect the number of members who could reasonably be expected to attend any business meeting. The quorum **must be a number** not a percentage. Ten (10) is the minimum accepted number.

## Article IX: Executive Board

The executive board shall consist of the officers of the association, the chairs of standing committees and the principal of the school or a representative appointed by the principal. If constituted as a PTSA the board shall include at least one student.

In order for a parliamentarian to have voting privileges, the bylaws must so state.

## Article X: Executive Committee

It is recommended that this committee be defined as the elected officers to transact emergency business (primarily over the summer months) when the entire executive board may not be available.

## #Article XVI: Amendments

**The Florida PTA requires that bylaws be reviewed every year, and at a minimum, submitted to Florida PTA State Office every three years, for approval.** Procedure requires that at least thirty (30) days notice be given to the members of the association when amendments or a revision is needed and that the members adopt the change(s) by a 2/3 vote. Send the original bylaws on the required forms to the state office for approval. Reflection, Scholarship and Award submissions **will not be honored if bylaws are not updated and approved by the state office, within three (3) years.**

Procedures for the proper organization or dissolution of a PTA are in the *Florida PTA Bylaws*. For detailed information, please call the state office at 800.373.5782 or 407.855.7604

## Standing Rules

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

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

Examples:

- Setting the hour at which board meetings are to begin
- Job descriptions (president/vp/chairs, etc.)
- Explanation of courtesies extended to guests
- Spelling out requirements for special recognition and awards
- Maintenance of membership lists
- Determining who registers the appropriate signatures at the bank
- Outlines of PTA or Council functions
- Determination of what courtesies will be extended to board members and/or teachers when they experience illness or death.
- Setting allowances to be paid for board members who attend State and/or National conferences and conventions to cover registration, travel (airfare or mileage), hotel and meal expenses incurred while on PTA business.

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

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

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

Please see the next page for Sample Standing Rules.

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

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

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

SAMPLE

SAMPLE



## **Attention!**

Immediately upon completion, review and approval of the local unit bylaws, please scan and save your Bylaws, then upload the original Bylaws (with the online Bylaws Submission Form found on the Florida PTA Website under the Running Your PTA tab.

Do not write in this space

**BYLAWS  
ARTICLE I: NAME**

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

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

\_\_\_\_\_  
City Zip

\_\_\_\_\_  
County Region

The name of the Association is:

\_\_\_\_\_  
Parent Teacher Association (PTA) or  
Parent Teacher Student Association (PTSA)  
\_\_\_\_\_  
Florida.  
(City)

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

**#ARTICLE II: ARTICLES OF ORGANIZATION**

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

**#ARTICLE III: PURPOSES**

**Section 1. Objectives.** The purpose or purposes (Objects) which the Association will hereafter pursue are:

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

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

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

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

**OR**

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

Signed: \_\_\_\_\_  
(PTA/PTSA President)

Please Print Name: \_\_\_\_\_

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

\_\_\_\_\_  
Please Print Name

**Must be signed and dated**

**Section 3.** The association is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue 36 Code").

**#ARTICLE IV: BASIC POLICIES**

The following are basic policies of this association.

- a. The association shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the association or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Purposes of the association.
- c. The association shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The association shall work with 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 responsibilities to make decisions has been delegated by the people to boards of education.
- e. The association shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The association may cooperate with other organizations and agencies concerned with child welfare, but persons representing the association in such matters shall make no commitments that bind the association.

- f. No part of the net earnings of the association shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- g. Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- h. Prior to scheduling a vote regarding the dissolution of this association, Florida PTA **must** be contacted for the mandatory Florida PTA and IRS dissolution procedures. Upon the dissolution of this 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 organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
- i. The annual financial audit/review must be completed and a copy sent to the Florida PTA State Office by September 30th each year.
- j. A copy of the annual 990 must be sent to the Florida PTA State Office by November 30th each year.

## #ARTICLE V: MEMBERS AND DUES

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

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

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

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

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

**Section 6.** The state and National PTA portions of the dues paid by each member of the association shall be set aside by the association and remitted to the state PTA through such channels and at such time as the state bylaws may provide. (Each state PTA is responsible for payment to the National PTA of the national portion of dues paid by members of the association.) The remittance to the state PTA shall be accompanied by a report, in such form as may be required by the state PTA, showing the name and address of the president of the association, the amount of dues collected during the period covered by the report and the number of members of the association.

**#Section 7.** For the purpose of annual enrollment the membership year shall be July 1 through June 30. The membership card shall be valid upon payment of dues through September 30 of the follow-

ing membership year. For Florida PTA award purposes, the membership year shall be July 1st through May1st each fiscal year. Membership dues are to be sent monthly, as collected, to the state office.

## ARTICLE VI: OFFICERS AND THEIR ELECTION

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

### Section 2. Officers and their election:

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

### Section 3. Nominating Committee:

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

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

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

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

## ARTICLE VII: DUTIES OF OFFICERS

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

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

- a. the 1st vice-president shall serve as \_\_\_\_\_
- b. the 2nd vice-president shall serve as \_\_\_\_\_
- c. the 3rd vice-president shall serve as \_\_\_\_\_

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

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

**#Section 5.** The treasurer shall have custody of all of the funds of the association; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the association. Three 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. The treasurer's accounts shall be examined annually by an auditor or a audit committee of not less than three members who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The audit committee shall be appointed by the executive board. The committee's report shall be given at the next regular meeting after the audit is completed.

**Section 6.** All officers shall:

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

## ARTICLE VIII: GENERAL MEMBERSHIP MEETINGS

**Section 1.** Regular meetings of the association shall be held (*number of meetings*) \_\_\_\_\_ (at least three) times during the school year, unless otherwise provided by the association or by the executive board. \_\_\_\_\_ (*number*) days notice shall be given of change of date.

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

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

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

## ARTICLE IX: EXECUTIVE BOARD

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

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

**Section 3.** The duties of the executive board shall be:

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

**Section 4.** Regular meetings of the executive board shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of the members of the board. A treasurer's report must be given at every board meeting.

## ARTICLE X: EXECUTIVE COMMITTEE

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

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

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

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

## ARTICLE XI: STANDING AND SPECIAL COMMITTEES

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

**Section 2.** The chair of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive

board.

**Section 3.** The power to form special committees and appoint their members rests with the association and the executive board.

**Section 4.** The president shall be a member ex-officio of all committees except the nominating committee.

## **ARTICLE XII: COUNCIL MEMBERSHIP**

### **Section 1.**

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

### **Section 2.**

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

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

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

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

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

**Section 4.** The status of this association as a local PTA shall be subject to termination and its charter as a local PTA shall be subject to withdrawal, in the manner and under circumstances provided in the bylaws of the state PTA.

**Section 5.** The association is obligated, upon withdrawal of its charter by the state PTA to:

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

**Section 6.** This association shall collect dues from its members and shall remit a portion thereof to the state PTA as provided in Article V.

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

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

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

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

## **#ARTICLE XVI: AMENDMENTS**

### **Section 1.**

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

### **Section 2.**

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