

FLORIDA PTA COUNCIL BYLAWS
AFFIRMATION OF BYLAWS
(PLEASE CHECK and FILL OUT ONLY ONE)

☐ These bylaws were voted upon and approved at the general council meeting of the _____ County Council PTA/PTSA on _____ (Date).

☒ These bylaws were reviewed on November 1, 2018, and no changes were made. This was reported to the general council membership on January 22, 2019.

Signed: _____

(County Council President)

Felita Turt

Please Print Name

Signed: _____

(County Council Secretary)

Jimminda Thompson

Please Print Name

Approved 2/29/19

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- (2) To raise the standards of home life;
- (3) To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- (4) To promote the collaboration and engagement of families and educators in the education of children and youth;
- (5) To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- (6) To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. The Objects of this council are promoted, in cooperation with the Florida PTA and the National PTA, 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 IV.

Section 3. The council 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 IV: BASIC POLICIES

The following are basic policies of this council:

- a. The council shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the council 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 Objects of the organization.
- c. The council 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 council 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.

ARTICLE I: NAME

The name of this organization is the Duval County Council of Parent-Teacher Associations and Parent Teacher Student Associations, Region 3 of the Florida Congress of Parents and Teachers (Florida PTA), a branch of the National Congress of Parents and Teachers (National PTA). (Whenever the words Parent Teacher Association or the initials PTA/PTSA appear in the bylaws or policies, or are used by the County Council, they shall be deemed to include all groups, which are members of this council, regardless of name).

#ARTICLE II: ARTICLES OF ORGANIZATION

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).

#ARTICLE III: PURPOSES

Section 1. The purposes of this County Council of Parent Teacher Associations and Parent-Teacher-Student Associations are:

- a. To promote the Objects of the National Congress of Parents and Teachers, which are:
 - (1) To promote the welfare of children and youth in home, school, places of worship, and throughout the community;

- e. The council 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 council.
- f. No part of the net earnings of the council shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the council 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 provision of these articles, the council 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 this council, 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 which have established their tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code.
- i. The council may not legislate for the local PTAs/PTSAs.
- j. The annual financial audit/review must be completed and a copy sent to the Florida PTA State Office by September 15th.
- k. A copy of the annual 990 must be sent to the Florida PTA state office by November 15th.

ARTICLE V: MEMBERS AND DUES

#Section 1. Membership in this council shall consist of local PTAs/PTSAs of the National/Florida PTA in Duval County upon payment of dues as hereinafter provided.

Section 2. The annual dues for membership in this council shall be \$ 35.00 per year and payable by November 1st and shall be delinquent after said date.

Section 3. Delegates from local PTAs/PTSAs whose dues to the council are in arrears shall not participate in the business meetings of the council.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1. Officers and their election:

- a. The officers of this council shall be a president, a first vice president, a second vice president, a third vice president, a recording secretary, a corresponding secretary, and a treasurer.
- b. These officers shall be elected by ballot, annually, at the March meeting of this council. If there is but one nominee for any office, election may be by voice vote. A majority vote shall elect.
- c. Elected officers, except the treasurer, shall assume their official duties June 15. The treasurer shall assume official duties after the accounts have been audited.
- d. Officers shall serve for a term of one year or until their successors are elected.
- e. An officer shall be eligible to serve not more than two consecutive terms in the same office. Officers filling one third or less of an unexpired term are eligible for two consecutive years.

Section 2.

- a. Only members of a local PTA/PTSA whose national, state and council dues are current and whose individual dues to the local PTA/PTSA are paid shall be eligible to hold office or serve on a council committee.
- b. To be eligible for election to the office of president, the nominee must have served as a local unit officer and at least one year on the council's board of managers.
- c. To be eligible for election to any office, the nominee must have served on the board of managers.

Section 3. Only delegates from local PTAs/PTSAs whose dues have been received by the council at least thirty (30) days prior to the election meeting may vote in the annual election of officers.

Section 4. Nominating Committee:

- a. Nominations for office shall be made by a nominating committee composed of five members and one alternate of the voting body of the council, preferably from different local units representing the various geographic sections of the county. Two members of the nominating committee and one alternate shall be elected by the council board of managers from its body at the January meeting and three members shall be elected at the regular council meeting in January. If there are more than three nominees, then elections shall be by ballot and the nominees elected by plurality. The president shall appoint a chair pro tem who shall call the first meeting. The committee shall elect its own chair.
- b. No member shall serve two consecutive years on the nominating committee.
- c. The nominating committee shall select one nominee for each office and send a list of these nominees to the members of the council board of managers and to each president and delegate at least five days prior to the March meeting.
- d. Following the report of the nominating committee an opportunity shall be given for nominations from the floor.
- e. Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.

#Section 5. Any person holding an elected or appointed position in this council shall serve for the designated term or until his successor is elected or appointed.

Section 6. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the board of managers. In case a vacancy occurs in the office of president, The first vice president shall serve notice of the election.

Section 7. Any nonactive officer or chairman shall be replaced by the board of managers after two months of inactivity without good reason.

ARTICLE VII: DUTIES OF OFFICERS

In the execution of their duties as set forth in these bylaws, elected officers shall be guided by the

parliamentary authority and any rules adopted by either the Board of Managers or the General Assembly.

Section 1. The president shall:

- a. preside at all meetings of the council and the board of managers, appoint a parliamentarian, with the treasurer sign all checks drawn on council monies, act as an ex-officio member of all committees, and help to extend PTA work into all parts of the council territory in harmony with the Florida PTA plan.
- b. The president shall be a delegate to State Convention. The retiring president shall also be a delegate to the National PTA Convention. When funds permit, the incoming president or incoming first vice president shall also be a delegate to the National PTA Convention. Alternates shall be appointed by the board of managers.
- c. The president serves on the State Board of Directors.

Section 2.

- a. The vice president(s) shall serve as aide(s) to the president and in the absence of the president shall preside in their designated order.
- b. The first vice president shall serve as vice president for program development and shall serve as immediate aide to the president performing all duties as designated by the president.
- c. The second vice president shall serve as vice president for local unit development.
- d. The third vice president shall serve as vice president for leadership development.

Section 3. The recording secretary shall keep the minutes of all meetings; shall notify the president of pending business; and shall keep an accurate roster of the names of the PTAs/PTSAs in membership with the names and addresses of their presidents and delegates and the names and addresses of the council board of managers.

Section 4. The corresponding secretary shall conduct such correspondence as the council and the president shall direct, and shall keep the file of this correspondence and all pertinent papers.

Section 5.

- a. The treasurer shall serve as chairman of the budget committee, shall have charge of all funds received by the council, shall collect and keep account of all monies of the council, shall pay out with the president all funds in accordance with the approved budget as authorized by the council and shall submit a written report at each meeting. The treasurer shall submit a complete report to the auditor or auditing committee at the end of each year's business.
- b. The treasurer shall remind local PTAs/PTSAs of the November 1st deadline for payment of council dues.
- c. The books of the treasurer shall be audited annually by an auditor or auditing committee which, satisfied that the complete report of the treasurer is correct, shall sign a statement to the effect at the end of the report. The auditing committee shall be appointed by the president.

Section 6.

- a. The officers shall meet within thirty days following their election for the purpose of appointing the remaining members of the Board of Managers, as may be deemed necessary for the work of the council.
- b. All officers shall deliver to their successors all official material by June 15, with the exception of the treasurer.

ARTICLE VIII: COUNCIL MEETINGS

Section 1. This council shall hold regular monthly meetings, August through April, (excluding December) unless otherwise provided by the board of managers.

Section 2. Special meetings of the council may be called by the president, or the Board of Managers, or on written request of a majority of the council, five days notice having been given.

Section 3. The meetings of the council shall be open, but the privilege of introducing actions, debating and voting shall be limited to the voting body as designated in Article IX.

Section 4. The annual meeting shall be the regular March meeting.

Section 5. Installation of officers shall be held in April/May.

Section 6. Four officers of the council and one representative, (president, delegate, or registered alternate) from each of twenty local units in membership shall constitute a quorum of the council.

ARTICLE IX: VOTING BODY

The voting body of this council shall consist of the members of the council Board of Managers, the Superintendent of Schools or his designated representative, State Board Members residing in Duval County, the president of each local unit in membership with the Duval County Council, or his alternate and the accredited delegate or his alternate.

ARTICLE X: BOARD OF MANAGERS

Section 1.

a. The board of managers shall consist of the elected officers, the chairs of standing committees, a parliamentarian, the local unit mentors, and the Superintendent of Schools or his designee.

b. State Board Members residing in this county shall be members of the board of managers ex-officio.

#Section 2. A PTA member shall not serve as 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 that constituent organization.

Section 3. The board of managers shall transact necessary business between council meetings and such other business as may be referred to it by the council, shall create standing committees, shall fill vacancies in office, shall approve plans of work of council standing committees, and shall present a report at the regular meeting of the council.

Section 4. Regular meetings of the executive board shall be held not more than three weeks prior to the regular meeting of the Council. Special meetings may be called by the president or upon request of the majority of the board of managers.

Section 5. Ten members of the board of managers shall constitute a quorum.

ARTICLE XI: EXECUTIVE COMMITTEE

Section 1. The executive committee shall be comprised of the president, the vice presidents, the secretaries, the treasurer, and the parliamentarian.

Section 2. The duty of the executive committee shall be to transact business in the interval between board of managers meetings.

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

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

Section 5. The president may designate one member of the executive committee to be authorized to sign checks for the Council if either the president or treasurer is unable to act in their assigned capacity.

ARTICLE XII: LOCAL UNIT MENTORS, STANDING AND SPECIAL COMMITTEES

Section 1. The local unit mentors shall assist develop and encourage the local PTAs/PTSAs and shall perform other such duties as may be assigned to them.

Section 2. Such standing committees shall be created by the board of managers as may be found necessary to carry on the work of the council. These committees shall, as far as possible, correspond in name and function with the standing committees of the Florida Congress of PTAs.

- a. The chairmen of standing committees shall be appointed by the officers of the council. Vacancies shall be filled by the president with the approval of the board.
- b. The chairmen shall serve for one year or until the successors are elected.
- c. Chairmen shall present plans of work to the board of managers for approval, and no such work shall be untaken without such approval.
- d. All retiring chairmen shall deliver to the incoming president all materials pertaining to their chairmanship by June 15.

Section 3. Special committees may be created by the president.

Section 4. All committees, except the nominating committee, shall notify the president of meetings and

shall send copies of all official correspondence to the president.

#ARTICLE XIII: RELATIONSHIP WITH NATIONAL PTA AND FLORIDA PTA

Section 1. This council is a constituent organization of the National PTA. It is organized and chartered under the authority of the Florida PTA, which is enabled to do so under the bylaws of the National PTA.

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

Section 3. The council 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 council, including, specifically, the number of its member PTAs and the dues collected from them. 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 4. The status of this council shall be subject to termination and its charter as a council shall be subject to withdrawal, in the manner and under the circumstances provided in the bylaws of the Florida PTA.

Section 5. This council is obligated, upon withdrawal of its charter by the Florida PTA to:

- a. Yield up and surrender all of its books and records, 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 council organized under the authority of the Florida PTA;
- b. Cease and desist from the further use of any name that implies or connotes association with the National PTA or the Florida PTA to status as a constituent organization of the National PTA;
- c. Carry out promptly, under the supervision and direction of the Florida PTA all proceedings necessary and desirable for the purpose of dissolving this council.

#ARTICLE XIV: FISCAL YEAR

The fiscal year of this council shall begin July 1st and end on the following June 30th inclusive.

- c. Notwithstanding the automatic character of the amending process, the council shall take action promptly to incorporate such amendments in its bylaws.

#ARTICLE XV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this council in all cases in which they are applicable and in which they are not in conflict with these bylaws and those of the Florida PTA and the National PTA, the articles of incorporation, or the non-profit corporation act under which the council may be incorporated.

ARTICLE XVI: AMENDMENTS

Section 1.

- #a. These 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 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 Florida 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 council, 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 Florida PTA shall be in accordance with the bylaws or regulations of the Florida PTA.

Section 2.

- a. The council shall include in its bylaws provisions corresponding to the required provisions of the bylaws of the National PTA and Florida PTA.
- #b. The adoption of the amendment to the articles and sections of the bylaws of the Florida PTA that bears the # symbol shall automatically amend the bylaws of the council to conform to the action taken by the state convention body.