

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).

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—under the Running Your PTA Tab) or by emailing the state office: 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, 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—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.