L. Flynn Approved 6-26-2019

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BYLAWS
ARTICLE I: NAME

Wolfson High School

School Name

7000 Powers Avenue

Street Address

Jacksonville	**32217**
City	Zip
Duval	**3**
County	Region

The name of the Association is:

Wolfson High School PTSA

Parent Teacher Association (PTA) or

Parent Teacher Student Association (PTSA)

Jacksonville 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 the home, school, community and place 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 force 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 5/10/19 (Date), and no changes were made. This was reported to the general membership on 5/10/19 (Date).

Signed: Melissa M. Daniel
(PTA/PTSA President)

Please Print Name: Melissa Daniel

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

Christopher Begley
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 assests shall be distributed to one or more non profit funds, foundations or organizations which have establishing 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 following 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, **3 (Three)** *(number)* vice-presidents, a recording secretary, a corresponding secretary, a treasurer.

b. Officers shall be elected by ballot annually in the month of **April**. 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 **3** 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 associa-tion, 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 Programs

b. the 2nd vice-president shall serve as Ways & Means

c. the 3rd vice-president shall serve as Membership

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 an 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)* 3 (Three) *(*at least three) times during the school year, unless otherwise provided by the association or by the executive board. 3 (Three) *(number)* days notice shall be given of change of date.

Section 2. Special meetings may be called by the executive board, 3 (Three) *(number)* days notice having been given.

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

Section 4. 10 (Ten) (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 com-mittee 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 DUVAL 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 DUVAL County Council of PTA's.

Section 2. This association shall pay annual dues to the DUVAL County Council of PTA's 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.