Bylaws are APPROVED BY FLORIDA PTA 9/23/2026 AK

Do not write in this space – not OFFICIAL until approved by Florida PTA

BYLAWS

ARTICLE I: NAME

Westchester Elementary School
(School) Name

12405 Royal Palm Blvd.
Street Address

Coral Springs 33065
City Zip Code

Broward County 7
County Region

The name of the Association is:

Westchester Elementary PTA
Parent Teacher Association (PTA) **OR**
Parent Teacher Student Association (PTSA)

Coral Springs, Florida
City

and 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.

Affirmation of Bylaws

(PLEASE CHECK and FILL OUT **ONLY ONE**)

☑ These bylaws were voted on and approved at the general membership meeting of the PTA/PTSA on September 15, 2026 (Date)

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

Signed: _____ 9/22/2026
PTA/PTSA President

Printed: Noelle Cheresnick
PTA/PTSA President

Signed: M. Geraine 9/22/2026
School Principal/Administrator or
Local Unit PTA/PTSA Secretary

Printed: Mrs. Melissa Geraine
School Principal/Administrator or
Local Unit PTA/PTSA Secretary

MUST BE SIGNED AND DATED

Section 2. Awareness. The purposes of the PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article IV.

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 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 setforth 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. The association will be able to use a PTA debit/credit card issued to the PTA or Electronic Funds Transfer (EFT), for business purposes only. All charges must adhere to the budget adopted by the Association. Any charges not approved by the budget, must be approved by the membership prior to the payment. An electronic banking agreement must be on file for all debit/credit cards issued.

i. The annual financial audit/review must be completed, and a copy sent to the Florida PTA State Office by August 31st each year.

j. A copy of the annual IRS 990 must be sent to the Florida PTA State Office by November 30th each year.

k. 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 voluntary or involuntary dissolution of a local unit, or the withdrawal of its charter by Florida PTA Board of Directors, the local unit is obligated to surrender all its books and records to Florida PTA. Local unit assets (funds/property) will be distributed to one or more chartered PTAs/PTSAs in good standing, with prior notice given to Florida PTA.

#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 May 1st each fiscal year. Membership dues are to be sent monthly, as collected, to the state office, to be eligible for programs, services, and materials.

ARTICLE VI: OFFICERS AND THEIR ELECTION

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

Section 2. Officers and Their Election

a. The officers of this association shall consist of a president, THREE (3) (number) vice-presidents, a recording secretary, a corresponding secretary, a treasurer.

b. Officers shall be elected by ballot annually in the month of May. 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 must be a nominating committee elected, composed of 3 or 5 members, the number determined 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 Board of Directors 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 board of directors at which the president may be present; perform such other duties as may be prescribed in these bylaws or assigned by the association or by the board of directors; may appoint a parliamentarian and historian, with the approval of the Board of Directors; 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 (or as set out in Standing Rules/Policies and Procedures) and shall (in their designated order) perform the duties of the president in the absence or disability of that officer to act.

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 Board of Directors 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 members of the Board of Directors are required to be on file with the bank**, with two signatures required on 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. 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 Board of Directors. 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 FOUR (number) times (at least three) during the school year, unless otherwise provided by the association or by the Board of Directors. Ten (10) days notice shall be given for a regular meeting. SEVEN (number) days notice shall be given of change of date. Meetings may be conducted in person, by conference call, teleconference, or other electronic media, as permitted by applicable law. Votes cannot be cast by text-based mediums, such as email, text, and similar mediums.

Section 2. Special meetings may be called by the Board of Directors, THREE (number) days notice having been given.

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

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

ARTICLE IX: BOARD OF DIRECTORS

Section 1. The Board of Directors 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 Board of Directors 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 Board of Directors 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 Board of Directors 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 Board of Directors members shall constitute a quorum. Special meetings of the Board of Directors 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. (Quorum to exclude minors per Florida Statutes, Section 617.0824.)

Section 5. Meetings of the Executive Committee, Board of Directors and Committee meetings of the PTA, may be conducted in person, by conference call, teleconference, or other electronic media, as permitted by applicable law. Votes cannot be cast by text-based mediums, such as email, text, and similar mediums.

Section 6. Officers may only be removed by the body that elected them.

Section 7. Local units will utilize the Florida PTA Kit of Materials for best practices and approved procedures for conducting business.

#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 Board of Directors 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.

Section 5. Officers may only be removed by the body that elected them.

ARTICLE XI: STANDING AND SPECIAL COMMITTEES

Section 1. The Board of Directors 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/appointment and qualification of a successor.

Section 2. Committee Chairs may only be removed by the body that elected/appointed them.

Section 3. The chair of each standing committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the consent of the Board of Directors.

Section 4. The power to form special committees and appoint their members rests with the association and the Board of Directors.

Section 5. 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 BROWARD 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. A local unit is considered delinquent if membership dues have not been paid to the state office by May 1 and shall not be entitled to voting privileges at the annual convention, nor to receive programs, materials or services from the Florida PTA. Reinstated PTAs refer to Article XVI, Section 3, Florida PTA Bylaws.

Section 5. 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 6. The association is obligated, upon withdrawal of its charter by the state PTA to:

a. surrender all its books and records to Florida PTA. Local unit assets (funds/property) will be distributed to one or more chartered PTAs/PTSAs in good standing, with prior notice given to Florida 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 7. 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 approved bylaws from Florida PTA.

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 Board of Directors. 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.