

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Hayfield Elementary Parent Teacher Association of Fairfax County, Virginia were approved by the membership at its meeting on September 11, 2018.

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(Space below for use by State Bylaws Chairman or designee only.)

Approved on behalf of the Board of Directors by the Virginia PTA Bylaws Committee:

State Bylaws Committee

Date

NOTE: Bylaws of this local unit will take effect on _____ and must be submitted for review to the Virginia PTA by _____ to remain a local unit in good standing. Submitting amendments to these bylaws for approval in the interim does not change this 5-year anniversary date when a complete set of bylaws must be submitted for review.

JANUARY 2018

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PTA BYLAWS INDEX**

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#PTA Mission

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

#PTA Values

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

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**HAYFIELD ELEMENTARY SCHOOL
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the Hayfield Elementary School Parent Teacher Association located in Fairfax County, Virginia. It is a local PTA organized under the authority of the Virginia Congress of Parents and Teachers (referred to as “Virginia PTA”), a branch of the National Congress of Parents and Teachers (referred to as “National PTA”).

#Article 2: Purposes

Section 1. Objectives. The purpose or purposes (Objects) of Hayfield Elementary PTA, in common with those of Virginia PTA and National PTA corporation, 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. 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 principles set forth in Article 3.

Section 3. Federal Status. 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 Code”).

47 **#Article 3: Principles**

48
49 The following are basic principles of the Hayfield Elementary School PTA in common with those
50 of Virginia PTA and National PTA:

- 51
- 52 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- 53
- 54 b. The association shall work to engage and empower children, families, and educators
- 55 within schools and communities to provide quality education for all children and youth,
- 56 and shall seek to participate in the decision-making process by influencing school policy
- 57 and advocating for children’s issues, recognizing that the legal responsibility to make
- 58 decisions has been delegated by the people to boards of education, state education
- 59 authorities, and local education authorities.
- 60
- 61 c. The association shall work to promote the health and welfare of children and youth,
- 62 and shall seek to promote collaboration among families, schools, and the community at
- 63 large.
- 64
- 65 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
- 66 expertise shall be guiding principles for service in Virginia PTA.

67
68 **#Article 4: Relationship with National PTA, Virginia PTA and Constituent Associations**

69
70 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
71 association and (b) the certificate of incorporation or articles of incorporation of such association
72 (in cases which the association is a corporation) or the articles of organization by whatever name
73 (in cases in which the association exists as an unincorporated association).

74
75 **Section 2.** Local PTA/PTSAs shall be organized and chartered under the authority of Virginia
76 PTA in the area in which the local PTA/PTSA functions in conformity with such rules and
77 regulations, not in conflict with the bylaws of Virginia PTA or National PTA.

78
79 **Section 3.** Virginia PTA shall issue to each local PTA/PTSA in its area a charter evidencing the
80 due association and good standing of this local PTA/PTSA. A local PTA/PTSA in good standing
81 shall:

- 82
- 83 a. Adhere to purposes and basic policies of the PTA.
- 84
- 85 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
- 86 and one (1) treasurer.
- 87
- 88 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
- 89 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
- 90 Directors.

92 d. Submit local unit officers contact information form and verification of local unit's
93 employer identification number (EIN) to the Virginia PTA state office immediately upon
94 election of officers annually.

95
96 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within
97 fifteen (15) days following the adoption of the audit report by the general membership.

98
99 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office
100 within fifteen (15) days of filing.

101
102 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
103 designated in these bylaws.

104
105 h. Provide information for members who have joined the association during the reporting
106 period as prescribed by the Virginia PTA.

107
108 i. Meet other criteria as may be prescribed by Virginia PTA.

109
110 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
111 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
112 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
113 and shall include a provision establishing a quorum.

114
115 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
116 serve automatically and without the requirement of further action by the local PTA/PTSA to
117 amend correspondingly the bylaws of the local PTA/PTSA.

118
119 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
120 sections that are identified by the pound symbol (#).

121
122 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
123 PTA/PTSA.

124
125 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
126 year may participate in the business of this association.

127
128 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall
129 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit
130 including, specifically, the number of its members, the dues collected from its members, and the
131 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of
132 account and records shall at all reasonable times be open to inspection by an authorized
133 representative of Virginia PTA or, where directed by the committee on state and local relations.
134 Such authorized representative shall have full access in cases where account information and
135 records are required from banks.

137 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of
138 National PTA.

139
140 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be
141 elected by the general membership.

142
143 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent
144 association's board at the local, council, district, state, or national level while serving as a paid
145 employee of, or under contract to, that constituent association.

146
147 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
148 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
149 local unit's name must be used and not that of Virginia PTA.

150
151 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
152 the ending date the last day of a calendar month.

153
154 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
155 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
156 circumstances provided in the bylaws of Virginia PTA.

157
158 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

159
160 a. Yield and surrender all of its books and records and all of its assets and property to
161 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
162 PTA/PTSA organized under the authority of Virginia PTA.

163
164 b. Cease and desist from the further use of any name that implies or connotes association
165 with Virginia PTA, National PTA or status as a constituent association of National PTA.

166
167 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
168 necessary for the purpose of dissolving such local PTA/PTSA.

169
170 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
171 the following manner:

172
173 a. The executive board shall adopt a written resolution recommending that the local
174 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to
175 a vote at a special meeting of the general membership having voting rights at the time of
176 the meeting.

177
178 1. Only those funds approved by the general membership in the current budget year
179 may be spent.

180
181 2. Written notice of the adoption of such resolution accompanied by a copy of the
182 notice of the special meeting for the members shall be given to the president of

183 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
184 of the members.

185
186 3. A complete membership list including contact information shall be provided to
187 the Virginia PTA state office at least thirty (30) days before the date fixed for such
188 special meeting of the members.

189
190 b. Written notice stating the purpose of such meeting to consider dissolving the local
191 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such
192 meeting. Such meeting shall be held only during the academic school year.

193
194 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA
195 to consider the resolution to dissolve. The dissolution quorum includes the required
196 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of
197 the executive board members.

198
199 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated
200 representative, shall be permitted to attend the meeting and shall be allowed to speak for a
201 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and
202 answer session.

203
204 e. Voting shall be by ballot.

205
206 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of
207 the resolution and who continue to be members on the date of the special meeting shall be
208 entitled to vote on dissolution.

209
210 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
211 the obligations of the association, the remaining assets shall be distributed to one (1) or
212 more non-profit funds, foundations, or organizations which have established their tax-
213 exempt status under Section 501(c)(3) of the Internal Revenue Code.

214
215 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
216 PTA in accordance with state bylaws.

217
218 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as
219 approved by a two-thirds (2/3) vote of members present and voting after having been given at least
220 thirty (30) days written notice. The amount of such annual dues shall include the portions payable
221 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.

222
223 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
224 designated in these bylaws and to council (if a member of council).

229 **O#Article 5: Membership and Dues**

230
231 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of
232 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to
233 all the benefits of such membership.

234
235 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
236 who believes in and supports the mission and purposes of National PTA.

237
238 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
239 persons to membership at any time.

240
241 **Section 4.** PTSAs with students in secondary schools, as defined by their local school division,
242 shall offer membership to students.

243
244 **Section 5.** A person may hold membership in one or more local PTA/PTSAs upon payment of all-
245 inclusive dues as required in each local PTA/PTSAs' bylaws.

246
247 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
248 local PTA/PTSA or to serve in any of its elected or appointed positions.

249
250 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by
251 this association. The amount of such dues shall include the portion payable to Virginia PTA (the
252 "state portion") and the portion payable to National PTA (the "national portion").

253
254 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as
255 approved by two-thirds (2/3) vote of members present and voting after having been given at least
256 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the
257 local unit, Virginia PTA and National PTA.

258
259 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be
260 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one
261 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall
262 be two dollars and twenty-five cents (\$2.25) per annum.

263
264 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this
265 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through
266 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to
267 National PTA the amount of the national portion of dues paid by all members of local PTAs in its
268 area.

269
270 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the
271 following October 31.

272
273 **Section 12.** Payment of Virginia PTA and National PTA dues:
274

275 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
276 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
277 shall not be included in the local PTA/PTSA's budget.
278

279 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
280 or before November 1. Additional membership dues received after November 1 shall be
281 remitted to Virginia PTA at the Virginia PTA state office on or before December 1.
282 Membership dues received after December 1 shall be remitted to Virginia PTA at the
283 Virginia PTA state office on or before March 1. Membership dues received after March 1
284 shall be remitted to Virginia PTA at the Virginia PTA state office on or before June 30.
285

286 c. A list of members who joined the association during the reporting period shall be kept
287 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.
288

289 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
290 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
291 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
292 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without
293 payment of the registration fee.
294

295 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
296 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
297 Life Achievement Award provides only National Convention guest privileges upon payment of the
298 convention registration fee.
299

300 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
301 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
302 unit.
303

304 **Article 6: Officers and Their Election**

305
306 **Section 1.** The officers of this PTA/PTSA shall consist of:
307

308 #a. One (1) president.
309

310 b. One (1) vice president.
311

312 #c. A secretary.
313

314 #d. One (1) treasurer.
315

316 e. One (1) corresponding secretary.
317
318
319

320 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
321 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
322 board, standing or special committees, or to serve as a delegate or alternate to the council or
323 district.

324

325 **#Section 3.** Nominating committee:

326

327 a. Each member of the nominating committee must be a member of this local PTA/PTSA.

328

329 b. The nominating committee shall consist of three (3) members who shall be elected by
330 the members of this local PTA/PTSA at their regular general membership meeting at least two (2)
331 months prior to the election of officers. The committee shall elect its own chairman.

332

333 c. The nominating committee shall nominate an eligible person for each office to be filled
334 and report its nominees to the members at a regular general membership meeting at least
335 thirty (30) days prior to the general membership election meeting. At the general
336 membership election meeting, additional nominations may be made from the floor.

337

338 d. Only those persons who have signified their consent to serve, if elected, shall be
339 nominated for or elected to such office.

340

341 **#Section 4.** Officers shall be elected by the following method:

342

343 a. Officers shall be elected at the general membership election meeting in the month of
344 June.

345

346 b. If there is more than one nominee for office, then the voting shall be by ballot. A
347 majority of the votes cast shall constitute which nominees are elected. However, if there
348 is but one nominee for office, election for that office may be by voice vote. If by ballot
349 vote, the secretary shall be responsible for destroying all ballots at the end of the general
350 membership election meeting.

351

352 c. Officers, except the treasurer, shall assume their official duties immediately following
353 the close of the meeting in the month of June. The treasurer shall assume his/her official
354 duties upon the completion of the auditing process outlined in these bylaws.

355

356 **#Section 5.** Officers shall serve for a term of two (2) year(s) or until their successors are elected.
357 No person shall hold more than one (1) elected office at a time on this local unit board. No local
358 unit officer shall serve more than two (2) consecutive terms, not to exceed four (4) years in the
359 same office. Officers who have served in an office for more than one-half (1/2) of a full term
360 shall be deemed to have served a full term in such office.

361

362

363

364

365 #Section 6. Vacancies in any office shall be filled by the following method:
366

367 a. A vacancy occurring in any office except that of president shall be filled for the
368 unexpired term by a person elected by a majority vote of the Executive Board at their
369 next scheduled meeting. In case of a vacancy in the office of president, the vice president
370 shall become president and shall hold office for the balance of the term. In the interim,
371 the duties of the vice president shall be delegated by the president.
372

373 b. In the event of a vacancy in the office of president, and also in the absence of a vice
374 president, the general membership shall elect the next president.
375

376 c. If there is more than one nominee for any office, then the voting shall be by ballot. A
377 majority of the votes cast shall constitute which nominees are elected. However, if there
378 is but one nominee for office, election for that office may be by voice vote. If by ballot
379 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.
380

381 d. When a ten (10) day notice of the election is given, a majority of votes cast shall
382 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
383 be required.
384

385 **Article 7: Duties of Officers**

386

387 **Section 1.** The president shall:
388

389 a. Preside at all meetings of this local PTA/PTSA.
390

391 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
392 that the purposes may be promoted.
393

394 #c. Submit this local PTA/PTSA officers' contact information form and verification of
395 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
396 office immediately upon election of officers annually.
397

398 d. Perform such other duties as may be prescribed in these bylaws.
399

400 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
401 nominating committee.
402

403 **Section 2.** The vice president(s) shall:
404

405 a. Act as aide(s) to the president.
406

407 b. In their designated order, perform the duties of the president in the absence or inability
408 of the officer to act.
409

410 c. Perform other delegated duties as assigned.

411 **#Section 3.** The recording secretary shall:

412

413 a. Record the minutes of all meetings of the local PTA/PTSA.

414

415 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.

416

417 c. Maintain a membership list as required by Virginia PTA.

418

419 d. Perform other delegated duties as assigned.

420

421 **#Section 4.** The treasurer shall:

422

423 a. Have custody of all funds and finances of the local PTA/PTSA.

424

425 b. Keep a full and accurate account of receipts and expenditures as described in these
426 bylaws.

427

428 c. Make disbursements as authorized by the president, executive board, or general
429 membership in accordance with the budget adopted by the general membership.

430

431 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
432 president.

433

434 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
435 other times when requested by the executive board.

436

437 f. Prepare an annual financial report at the close of the fiscal year.

438

439 g. Have the accounts examined according to the auditing procedures outlined in these
440 bylaws.

441

442 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
443 within fifteen (15) days following the adoption of the audit by the membership.

444

445 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
446 sent to the Virginia PTA state office within fifteen (15) days of filing.

447

448 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
449 PTA dues for membership received prior to November 1. Remit by December 1, dues
450 received after November 1. Remit by March 1, dues received after December 1. Remit by
451 June 30, all Virginia PTA and National PTA dues received after March 1.

452

453 k. Perform other delegated duties as assigned.

454

455

456

457 **Section 5.** The corresponding secretary shall:

458

459 a. Conduct all correspondence authorized by the executive board.

460

461 b. Perform other delegated duties as assigned

462

463

464 **#Section 6.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
465 the term of office or in case of resignation, each officer shall turn over to the president, without
466 delay, all records, books, and other materials pertaining to the office.

467

468

469

sArticle 8: Executive Committee

470

471 **Section 1.** The executive committee shall consist of the elected officers of the association and
472 the principal of the school.

473

474 **Section 2.** The executive committee shall:

475

476 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
477 general membership for approval.

478

479 b. Appoint standing and special committee chairmen and members of the standing and
480 special committees, except the nominating committee.

481

482 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
483 purpose of appointing standing committee chairmen. Special committee chairmen shall be
484 appointed as necessary. Members of the standing and special committees shall be appointed as
485 soon as possible after the appointment of the committee chairmen.

486

487 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
488 majority of the executive committee, seven (7) days' notice having been given. A quorum of the
489 executive committee shall be a majority of the members of the committee then in office.

490

491 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
492 vote. Only the president shall have the authority to call for an electronic vote and to establish the
493 guidelines for that vote. The established quorum of the executive committee shall prevail. Voting
494 results must be recorded in the minutes and ratified at the next executive committee meeting.

495

496 **#Section 6.** The executive committee may hold meetings by telephone conference or through
497 other electronic communications media so long as all the members can simultaneously hear each
498 other and participate during the meeting. Some or all of the members may participate
499 electronically at a meeting held at a central location so long as all the members can
500 simultaneously hear each other and participate during the meeting.

501

502 **Article 9: Executive Board**

503
504 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and
505 the chairmen of the standing committees. The principal of the school or his/her designee and a
506 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also
507 may serve on the executive board. The chairmen of the standing committees shall be appointed by
508 the officers of the association not more than thirty (30) days following the election of officers.

509
510 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
511 association’s board at the local, council, district, region, state, or national level while serving as a
512 paid employee of, or under contract to, that constituent association.

513
514 **Section 3.** The executive board shall:

515
516 a. Transact necessary business in the intervals between general membership meetings and
517 such other business as may be referred to it by this local PTA/PTSA and present a report to
518 the general membership at the general membership meetings.

519
520 b. Create, change or eliminate standing and special committees.

521
522 c. Approve the plans of work of the standing and special committees.

523
524 #d. Select an auditing committee, experienced auditor, or attend an external audit
525 exchange.

526
527 #e. Approve the proposed budget to be presented to the general membership for adoption.

528
529 #f. Obtain general membership approval for any changes to the adopted budget over three
530 hundred dollars (\$300.00) per fiscal year.

531
532 **#Section 4.** Auditing Procedures:

533
534 a. The executive board shall select an auditing committee, experienced auditor or choose
535 to participate in an external audit exchange prior to the end of the fiscal year. An auditing
536 committee shall consist of no fewer than three (3) members and no one with signature
537 authority shall sit on their own auditing committee. All audit exchanges shall be
538 coordinated with at least one (1) other PTA/PTSA unit.

539
540 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
541 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
542 report shall be submitted in writing to the executive board prior to finalization of the
543 proposed budget for the coming school year.

544
545 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
546 a term select an auditing committee or an experienced auditor within one (1) week of the
547 resignation. The audit shall be performed with fiscal year-end auditing procedures and

548 shall be complete within three (3) weeks of the resignation. This audit shall not be
549 performed in lieu of the year-end audit.

550
551 d. The newly elected treasurer shall not undertake any banking responsibilities of that
552 office with the exception of depository duties, reconciliation of bank statements, change of
553 signatory or other clerical duties not requiring signatory until the audit is presented to the
554 executive board.

555
556 e. All audit reports shall be presented to the general membership for adoption. The fiscal
557 year-end audit report shall be presented to the membership for adoption at the first general
558 membership meeting held after the completion of the report. A copy of the fiscal year-end
559 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
560 adoption of the audit by the general membership.

561
562 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
563 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
564 filing.

565
566 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
567 qualifications or fulfill the duties of the position, that person may be removed from the board by
568 a majority vote of the executive board.

569
570 **Section 6.** The executive board shall hold at least one (1) meetings during the year. The time and
571 place of meetings shall be set at the first meeting of the executive board after their election.
572 Special meetings of the executive board may be called by the president or by a majority of the
573 members of the executive board, seven (7) days' notice being given. A quorum of the executive
574 board members shall be a majority of the members of the executive board then in office.

575
576 **#Section 7:** The executive board shall reserve the right to vote on business via electronic vote.
577 Only the president shall have the authority to call for an electronic vote and to establish the
578 guidelines for that vote. The established quorum of the executive board shall prevail. Voting
579 results must be recorded in the minutes and ratified at the next executive board meeting.

580
581 **#Section 8.** The executive board may hold meetings by telephone conference or through other
582 electronic communications media so long as all the members can simultaneously hear each other
583 and participate during the meeting. Some or all of the members may participate electronically at
584 a meeting held at a central location so long as all the members can simultaneously hear each
585 other and participate during the meeting.

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593 **oArticle 10: Committees**

594
595 **#Section 1.** Chairmen and members of all standing and special committees shall be members of
596 this local PTA/PTSA.

597
598 **Section 2.** The executive board may create, change or eliminate such standing committees as it
599 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.
600 Standing committee chairmen and committee members shall be appointed by the executive
601 committee, except for the nominating committee. In the absence of an executive committee then
602 the executive board shall make the appointments. The term of each chairman shall be one (1)
603 year(s) or until the selection of a successor. No chairman shall be eligible to serve in the same
604 capacity for more than two (2) consecutive terms.

605
606 **Section 3.** The executive board may create, change or eliminate such special committees as it
607 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen
608 and committee members shall be appointed by the executive committee. In the absence of an
609 executive committee then the executive board shall make the appointments. The term of each
610 special committee chairman is ended upon completion of the task assigned to the committee. No
611 special committee chairman shall be eligible to serve in the same capacity for more than two (2)
612 consecutive tasks.

613
614 **Section 4.** The chairman of each standing and special committee shall present a plan of work to
615 the executive board for approval. No committee work shall be undertaken without the consent of
616 the executive board.

617
618 **#Section 5.** The committee shall reserve the right to vote on business via electronic vote. Only
619 the committee chair shall have the authority to call for an electronic vote and to establish the
620 guidelines for that vote. The established quorum of the committee shall prevail. Voting results
621 must be recorded in the minutes and ratified at the next committee meeting.

622
623 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
624 communications media so long as all the members can simultaneously hear each other and
625 participate during the meeting. Some or all of the members may participate electronically at a
626 meeting held at a central location so long as all the members can simultaneously hear each other
627 and participate during the meeting.

628
629 **Section 7.** The quorum of any committee shall be a majority of its members.

630
631 **Section 8.** The president shall serve as ex-officio member of all committees of this local
632 PTA/PTSA except the nominating committee.

633
634 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,
635 books and other materials pertaining to the committee at the end of the term served or when
636 departing office.

638 **Article 11: General Membership Meetings**

639
640 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least seven (7) times during
641 the school year, seven (7) days' notice having been given.

642
643 **Section 2.** The general membership election meeting shall be held in June.

644
645 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
646 majority of the executive board, five (5) days' notice having been given.

647
648 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
649 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
650 verified members of this local PTA/PTSA.

651
652 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
653 meeting of this local PTA/PTSA.

654
655
656 **#Article 12: District Membership**

657
658 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
659 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.

660
661 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
662 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
663 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
664 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

665
666 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
667 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
668 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
669 delegate for each fifty (50) memberships or major fraction thereof.

670
671 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
672 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
673 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
674 instructed, they shall use their own discretion.

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676 **#Article 13: Fiscal Year**

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678 The fiscal year of this local PTA/PTSA shall begin on July, 1 and end on June 30.

684 **#Article 14: Parliamentary Authority**

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The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern National PTA and its constituent associations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National PTA, or the articles of incorporation.

#Article 15: Local Unit Bylaws Revisions and Amendments

Section 1. The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5) years from the Virginia PTA Bylaws Committee date of approval.

Section 2. Bylaws shall be reviewed and amended with the following procedures:

- a. A committee shall be appointed to submit a revise set of bylaws as a substitute for existing bylaws or to submit an amendment to current bylaws.
- b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA provided notice and a copy of the proposed bylaws revision or amendments are provided to the membership at least thirty (30) days prior to the meeting at which the revision or the amendments are to be voted upon. A quorum shall be established at the meeting in which voting takes place. The revision or amendments are subject to approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed bylaws revision or amendments require a two-thirds (2/3) vote of the members present and voting.
- c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in accordance with the bylaws of Virginia PTA.
- d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and sections that are identified by the pound symbol (#).
- e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA identified by the pound symbol (#) shall serve to automatically and without requirement of further action by the local PTA/PTSA to amend correspondingly its bylaws.

Section 3. The adoption of an amendment to any provision of the Bylaws of National PTA shall serve automatically and without the requirement of further action by this local PTA/PTSA to amend correspondingly the bylaws of this local PTA/PTSA.

#Required by Virginia PTA in all district, council, and local unit bylaws.