

**5VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Oakton Elementary School PTA of Oakton, VA were approved by the membership at its meeting on Insert date of meeting.

Signed: _____ Kathleen C Cote
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Signed: _____ Nicole White
Bylaws Committee Chairman Print/Type Name

(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.

Oakton Elementary School PTA BYLAWS INDEX

<u>Article/Title</u>	<u>Page</u>
1. Name and Area	1
2. Purposes	1
3. Principles	2
4. Relationship with National PTA, Virginia PTA and Constituent Associations	2
5. Membership and Dues	5
6. Officers and Their Election	7
7. Duties of Officers	9
8. Executive Committee	11
9. Executive Board	11
10. Committees	13
11. General Membership Meetings	14
12. Council Membership	14
13. District Membership	15
14. Fiscal Year	15
15. Parliamentary Authority	16
16. Local Unit Bylaws Revisions and Amendments	16

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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**Oakton Elementary School PTA
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the Oakton Elementary School Parent Teacher Association located in Oakton, 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 Oakton Elementary School 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”).

#Article 3: Principles

47 The following are basic principles of the Oakton Elementary School PTA with those of Virginia
48 PTA and National PTA:

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

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

68

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

73

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

77

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

- 81
- 82 a. Adhere to purposes and basic policies of the PTA.
- 83
- 84 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
85 and one (1) treasurer.
- 86
- 87 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
88 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
89 Directors.
- 90

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

94
95 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within
96 fifteen (15) days following the adoption of the audit report by the general membership.

97
98 f. Submit a copy of the filed 990N, 990EZ, or 990 form to the Virginia PTA state office
99 within fifteen (15) days of filing.

100
101 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
102 designated in these bylaws.

103
104 h. Provide information for members who have joined the association during the reporting
105 period as prescribed by the Virginia PTA.

106
107 i. Meet other criteria as may be prescribed by Virginia PTA.

108
109 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
110 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
111 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
112 and shall include a provision establishing a quorum.

113
114 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
115 serve automatically and without the requirement of further action by the local PTA/PTSA to
116 amend correspondingly the bylaws of the local PTA/PTSA.

117
118 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
119 sections that are identified by the pound symbol (#).

120
121 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
122 PTA/PTSA.

123
124 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
125 year may participate in the business of this association.

126
127 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall
128 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit
129 including, specifically, the number of its members, the dues collected from its members, and the
130 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of
131 account and records shall at all reasonable times be open to inspection by an authorized
132 representative of Virginia PTA or, where directed by the committee on state and local relations.
133 Such authorized representative shall have full access in cases where account information and
134 records are required from banks.

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

138
139 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be
140 elected by the general membership.

141
142 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent
143 association's board at the local, council, district, state, or national level while serving as a paid
144 employee of, or under contract to, that constituent association.

145
146 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
147 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
148 local unit's name must be used and not that of Virginia PTA.

149
150 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
151 the ending date the last day of a calendar month.

152
153 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
154 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
155 circumstances provided in the bylaws of Virginia PTA.

156
157 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

158
159 a. Yield and surrender all of its books and records and all of its assets and property to
160 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
161 PTA/PTSA organized under the authority of Virginia PTA.

162
163 b. Cease and desist from the further use of any name that implies or connotes association
164 with Virginia PTA, National PTA or status as a constituent association of National PTA.

165
166 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
167 necessary for the purpose of dissolving such local PTA/PTSA.

168
169 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
170 the following manner:

171
172 a. The executive board shall adopt a written resolution recommending that the local
173 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to
174 a vote at a special meeting of the general membership having voting rights at the time of
175 the meeting.

176
177 1. Only those funds approved by the general membership in the current budget year
178 may be spent.

179
180 2. Written notice of the adoption of such resolution accompanied by a copy of the
181 notice of the special meeting for the members shall be given to the president of

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

184
185 3. A complete membership list including contact information shall be provided to
186 the Virginia PTA state office at least thirty (30) days before the date fixed for such
187 special meeting of the members.

188
189 b. Written notice stating the purpose of such meeting to consider dissolving the local
190 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such
191 meeting. Such meeting shall be held only during the academic school year.

192
193 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA
194 to consider the resolution to dissolve. The dissolution quorum includes the required
195 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of
196 the executive board members.

197
198 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated
199 representative, shall be permitted to attend the meeting and shall be allowed to speak for a
200 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and
201 answer session.

202
203 e. Voting shall be by ballot.

204
205 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of
206 the resolution and who continue to be members on the date of the special meeting shall be
207 entitled to vote on dissolution.

208
209 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
210 the obligations of the association, the remaining assets shall be distributed to one (1) or
211 more non-profit funds, foundations, or organizations which have established their tax-
212 exempt status under Section 501(c)(3) of the Internal Revenue Code.

213
214 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
215 PTA in accordance with state bylaws.

216
217 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as
218 approved by a two-thirds (2/3) vote of members present and voting after having been given at least
219 thirty (30) days written notice. The amount of such annual dues shall include the portions payable
220 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.

221
222 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
223 designated in these bylaws and to council (if a member of council).

224 #Article 5: Membership and Dues

225
226
227 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of

228 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to
229 all the benefits of such membership.
230

231 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
232 who believes in and supports the mission and purposes of National PTA.
233

234 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
235 persons to membership at any time.
236

237 **Section 4.** PTSA's with students in secondary schools, as defined by their local school division,
238 shall offer membership to students.
239

240 **Section 5.** A person may hold membership in one or more local PTA/PTSA's upon payment of all-
241 inclusive dues as required in each local PTA/PTSA's bylaws.
242

243 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
244 local PTA/PTSA or to serve in any of its elected or appointed positions.
245

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

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

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

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

266 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the
267 following October 31.
268

269 **Section 12.** Payment of Virginia PTA and National PTA dues:
270

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

274
275 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
276 or before December 1. Additional membership dues received after December 1 shall be
277 remitted to Virginia PTA on or before March 1. Membership dues received after March 1
278 shall be remitted to Virginia PTA on or before June 30.

279
280 c. A list of members who joined the association during the reporting period shall be kept
281 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.

282
283 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
284 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
285 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
286 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without
287 payment of the registration fee.

288
289 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
290 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
291 Life Achievement Award provides only National Convention guest privileges upon payment of the
292 convention registration fee.

293
294 **Section 15.** A holder of a Virginia PTA Honorary Life Membership holder or National PTA Life
295 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
296 unit.

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

298
299
300 **Section 1.** The officers of this PTA/PTSA shall consist of:

301 #a. One (1) president.

302 b. One (1) president-elect.

303
304 c. 5 vice president(s).

305
306 #d. A secretary.

307
308 #e. One (1) treasurer.

309
310
311
312 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
313 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
314 board, standing or special committees, or to serve as a delegate or alternate to the council or
315 district.

316
317 **#Section 3.** Nominating committee:

318 a. Each member of the nominating committee must be a member of this local PTA/PTSA.
319

320
321 b. The nominating committee shall consist of 3 members, who shall be designated by the
322 members of the PTA Board. The committee shall elect its own chairman.

323
324 c. The nominating committee shall nominate an eligible person for each office to be filled,
325 except the office of president, and report its nominees to the members at a regular general
326 membership meeting at least thirty (30) days prior to the general membership election
327 meeting. At the general membership election meeting additional nominations may be made
328 from the floor.

329
330 d. Only those persons who have signified their consent to serve, if elected, shall be
331 nominated for or elected to such office. It is understood that the president-elect, by
332 accepting the nomination is agreeing to automatically succeed to the office of president at
333 the end of his/her term as president-elect.

334
335 **#Section 4.** Officers shall be elected by the following method:

336
337 a. Officers shall be elected at the general membership election meeting in the month of
338 May. The president-elect shall automatically succeed the office of president.

339
340 b. If there is more than one nominee for office, then the voting shall be by ballot. A
341 majority of the votes cast shall constitute which nominees are elected. However, if there
342 is but one nominee for office, election for that office may be by voice vote. If by ballot
343 vote, the secretary shall be responsible for destroying all ballots at the end of the general
344 membership election meeting.

345
346 c. Officers, except the treasurer, shall assume their official duties immediately following
347 the close of the meeting in the month of June. The treasurer shall assume his/her official
348 duties upon the completion of the auditing process outlined in these bylaws.

349
350 **#Section 5.** Officers shall serve for a term of 1 year(s) or until their successors are elected. No
351 person shall hold more than one (1) elected office at a time on this local unit. No local unit
352 officer shall serve more than 3 consecutive terms, not to exceed four (3) years in the same office;
353 however, no person shall serve in the office of president for more than a consecutive term and no
354 person shall serve in the office of president elect for more than a consecutive term. Current Local
355 Unit President shall not serve as President-elect the following term. Officers who have served in
356 an office for more than one-half (1/2) of a full term shall be deemed to have served a full term in
357 such office.

358
359 **#Section 6.** Vacancies in any office shall be filled by the following method:

360
361 a. A vacancy occurring in any office except that of president or president-elect shall be
362 filled for the unexpired term by a person elected by a majority vote of the Executive
363 Board at their next scheduled meeting. In case of a vacancy in the office of president, the
364 president-elect shall become president and shall hold office for the balance of the term.

365 The vacancy in the office of president-elect shall be filled at the next General
366 Membership meeting by the voting body. In the interim, the duties of the president-elect
367 shall be delegated by the president.
368

369 b. If there is more than one nominee for any office, then the voting shall be by ballot. A
370 majority of the votes cast shall constitute which nominees are elected. However, if there
371 is but one nominee for office, election for that office may be by voice vote. If by ballot
372 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.
373

374 c. When a ten (10) day notice of the election is given, a majority of votes cast shall
375 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
376 be required.
377

378 **PROVISO:** The office of president-elect will be initiated in the election of May 2018 with the
379 election of all officers, including the office of president. In the election of May 2019, the current
380 president-elect will automatically succeed into the office of president. With the election of May
381 2019 and all following elections, the office of president will be removed from the election.
382

383 **Article 7: Duties of Officers**

384 **Section 1.** The president shall:
385

386 a. Preside at all meetings of this local PTA/PTSA.
387

388 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
389 that the purposes may be promoted.
390

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

395 d. Perform such other duties as may be prescribed in these bylaws.
396

397 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
398 nominating committee.
399

400 **Section 2.** The president-elect shall:
401

402 a. Act as aide to the president.
403

404 b. Perform duties of the president in the absence or inability of that officer to act.
405

406 c. Understand that by accepting the nomination of president-elect, they agree to
407 automatically succeed to the office of president at the end of their term as president-elect.
408

409 d. Perform other delegated duties as assigned.
410

411
412 **Section 3.** The vice president(s) shall:
413
414 a. Act as aide(s) to the president.
415
416 b. In their designated order, perform the duties of the president in the absence or inability
417 of the officer to act.

- 418 Vice President of Membership
- 419 Vice President of Communications
- 420 Vice President of Volunteers
- 421 Vice President of Fundraising
- 422 Vice President of Programs

423
424
425 c. Perform other delegated duties as assigned.

426
427 **#Section 4.** The secretary shall:

- 428 a. Record the minutes of all meetings of the local PTA/PTSA.
- 429
- 430 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
- 431
- 432 c. Maintain a membership list as required by Virginia PTA.
- 433
- 434 d. Perform other delegated duties as assigned.

435
436
437 **#Section 5.** The treasurer shall:

- 438 a. Have custody of all funds and finances of the local PTA/PTSA.
- 439
- 440 b. Keep a full and accurate account of receipts and expenditures as described in these
- 441 bylaws.
- 442
- 443 c. Make disbursements as authorized by the president, executive board, or general
- 444 membership in accordance with the budget adopted by the general membership.
- 445
- 446 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
- 447 president.
- 448
- 449 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
- 450 other times when requested by the executive board.
- 451
- 452 f. Prepare an annual financial report at the close of the fiscal year.
- 453
- 454 g. Have the accounts examined according to the auditing procedures outlined in these
- 455 bylaws.
- 456

457
458 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
459 within fifteen (15) days following the adoption of the audit by the membership.

460
461 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
462 sent to the Virginia PTA state office within fifteen (15) days of filing.

463
464 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA
465 dues for membership received prior to December 1. Remit by March 1, dues received
466 after December 1 and remit by June 30, all Virginia PTA and National PTA dues
467 received after March 1.

468
469 k. Perform other delegated duties as assigned.

470
471 **#Section 6.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
472 the term of office or in case of resignation, each officer shall turn over to the president, without
473 delay, all records, books, and other materials pertaining to the office.

474 475 **Article 8: Executive Committee**

476
477 **Section 1.** The executive committee shall consist of the elected officers of the association and
478 the of the school.

479
480 **Section 2.** The executive committee shall:

481
482 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
483 general membership for approval.

484
485 b. Appoint standing and special committee chairmen and members of the standing and
486 special committees, except the nominating committee.

487
488 **Section 3.** The executive committee shall for the purpose of appointing standing committee
489 chairmen. Special committee chairmen shall be appointed as necessary. Members of the
490 standing and special committees shall be appointed as soon as possible after the appointment of
491 the committee chairmen.

492
493 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
494 majority of the executive committee, 3 days' notice having been given. A quorum of the
495 executive committee shall be a majority of the members of the committee then in office.

496 497 **Article 9: Executive Board**

498
499 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and

500 the chairmen of the standing committees. The principal of the school or his/her designee and a
501 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also
502 may serve on the executive board.

503

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

507

508 **Section 3.** The executive board shall:

509

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

513

514 b. Create standing and special committees.

515

516 c. Approve the plans of work of the standing and special committees.

517

518 #d. Select an auditing committee, experienced auditor, or attend an external audit
519 exchange.

520

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

522

523 #f. Obtain general membership approval for any changes to the adopted budget over three
524 hundred dollars (\$300.00)

525

526 **#Section 4.** Auditing Procedures:

527

528 a. The executive board shall select an auditing committee, experienced auditor, or choose
529 to participate in an external audit exchange prior to the end of the fiscal year. An auditing
530 committee shall consist of no fewer than three (3) members and no one with signature
531 authority shall sit on their own auditing committee.

532

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

537

538 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
539 a term select an auditing committee or an experienced auditor within one (1) week of the
540 resignation. The audit shall be performed with fiscal year-end auditing procedures and
541 shall be complete within three (3) weeks of the resignation. This audit shall not be
542 performed in lieu of the year-end audit.

543

544 d. The newly elected treasurer shall not undertake any banking responsibilities of that
545 office with the exception of depository duties, reconciliation of bank statements, change of

546 signatory or other clerical duties not requiring signatory until the audit is presented to the
547 executive board.

548
549 e. All audit reports shall be presented to the general membership for adoption. The fiscal
550 year-end audit report shall be presented to the membership for adoption at the first general
551 membership meeting held after the completion of the report. A copy of the fiscal year-end
552 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
553 adoption of the audit by the general membership.

554
555 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
556 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
557 filing.

558
559 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
560 qualifications or fulfill the duties of the position, that person may be removed from the board by
561 a majority vote of the executive board.

562
563 **Section 6.** The executive board shall hold at least 6 meetings during the year. The time and place
564 of meetings shall be set at the first meeting of the executive board after their election. Special
565 meetings of the executive board may be called by the president or by a majority of the members
566 of the executive board, 3 days' notice being given. A quorum of the executive board members
567 shall be a majority of the members of the executive board then in office.

568
569 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.
570 Only the president shall have the authority to call for an electronic vote and to establish the
571 guidelines for that vote. The established quorum of the executive board shall prevail. Results
572 must be recorded in the minutes and ratified at the next executive board meeting.

573 **Article 10: Committees**

574
575
576 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or
577 appointed positions.

578
579 **#Section 2.** Chairmen and members of all standing and special committees shall be members of
580 this local PTA/PTSA.

581
582 **Section 3.** The executive board may create such standing committees as it may deem necessary
583 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee
584 chairmen and committee members shall be appointed by the executive committee, except for the
585 nominating committee. In the absence of an executive committee then the executive board shall
586 make the appointments. The term of each chairman shall be 1 year(s) or until the selection of a
587 successor.

588
589 **Section 4.** The executive board may create such special committees as it may deem necessary or
590 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members

591 shall be appointed by the executive committee. In the absence of an executive committee then the
592 executive board shall make the appointments. The term of each special committee chairman is
593 ended upon completion of the task assigned to the committee.

594
595 **Section 5.** No committee work shall be undertaken without the consent of the executive board.

596
597 **Section 6.** The quorum of any committee shall be a majority of its members.

598
599 **Section 7.** The president shall serve as ex-officio member of all committees of this local
600 PTA/PTSA except the nominating committee.

601
602 **#Section 8.** Committee chairmen shall turn over to the president, without delay, all records,
603 books and other materials pertaining to the committee at the end of the term served or when
604 departing office.

605
606 **Article 11: General Membership Meetings**

607
608 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least 6 times during the
609 school year, 14 days' notice having been given.

610
611 **Section 2.** The general membership election meeting shall be held in May.

612
613 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
614 majority of the executive board, 7 days' notice having been given.

615
616 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
617 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
618 verified members of this local PTA/PTSA.

619
620 **Section 5.** 6 members, shall constitute a quorum for the transaction of business in any meeting of
621 this local PTA/PTSA.

622
623 **#Article 12: District Membership**

624
625
626 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
627 This local PTA/PTSA is in the Fairfax County District of Virginia PTA.

628
629 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
630 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
631 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
632 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

633
634 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
635 Meeting and the District Legislation Workshop by the president or alternate and three (3) other

636 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
637 delegate for each fifty (50) memberships or major fraction thereof.

638
639 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
640 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
641 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
642 instructed, they shall use their own discretion.

643

644 **#Article 13: Fiscal Year**

645

646 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on Jun 30.

647

648

649 **#Article 14: Parliamentary Authority**

650

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

655

656

657

658 **#Article 15: Local Unit Bylaws Revisions and Amendments**

659

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

664

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

666

667 a. A committee shall be appointed to submit a revise a set of bylaws as a substitute for
668 existing bylaws or to submit an amendment to current bylaws.

669

670 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA
671 provided notice and a copy of the proposed bylaws revision or amendments are provided to
672 the membership at least thirty (30) days prior to the meeting at which the revision or the
673 amendments are to be voted upon. A quorum shall be established at the meeting in which
674 voting takes place. The revision or amendments are subject to approval by the Virginia
675 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed
676 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
677 voting.

678

679 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
680 accordance with the bylaws of Virginia PTA.

681
682 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
683 sections that are identified by the pound symbol (#).

684
685 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
686 identified by the pound symbol (#) shall serve to automatically and without requirement of
687 further action by the local PTA/PTSA to amend correspondingly its bylaws.

688
689 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
690 serve automatically and without the requirement of further action by this local PTA/PTSA to
691 amend correspondingly the bylaws of this local PTA/PTSA.

692
693 **#Required by Virginia PTA in all district, council, and local unit bylaws.**