

LOUISE ARCHER 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	10
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.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**LOUISE ARCHER ELEMENTARY SCHOOL
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the Association located in Louise Archer Elementary School Parent Teacher Association located in Vienna, 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 Louise Archer 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").

47 **#Article 3: Principles**

48
49 The following are basic principles of the Louise Archer Elementary School PTA in common with
50 those 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.
- 91

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 **#Article 5: Membership and Dues**

230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274

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

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

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

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

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

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

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

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

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

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

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

Section 12. Payment of Virginia PTA and National PTA dues:

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

307 #a. One (1) president.
308

309 b. One (1) vice president.
310

311 #c. A secretary.
312

313 #d. One (1) treasurer.
314

315
316 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
317 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
318 board, standing or special committees, or to serve as a delegate or alternate to the council or
319 district.
320

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

322

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

324

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

329

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

334

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

337

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

339

340 a. Officers shall be elected at the general membership election meeting in the month of
341 May.

342

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

348

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

352

353 **#Section 5.** Officers shall serve for a term of two (2) years or until their successors are elected.
354 No person shall hold more than one (1) elected office at a time on this local unit board. No local
355 unit officer shall serve more than two (2) consecutive terms, not to exceed four (4) years in the
356 same office. Officers who have served in an office for more than one-half (1/2) of a full term
357 shall be deemed to have served a full term in 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 shall be filled for the
362 unexpired term by a person elected by a majority vote of the Executive Board at their
363 next scheduled meeting. In case of a vacancy in the office of president, the vice president
364 shall become president and shall hold office for the balance of the term. In the interim,
365 the duties of the vice president shall be delegated by the president.

- 366
367 b. In the event of a vacancy in the office of president, and also in the absence of a vice
368 president, the general membership shall elect the next president.
369
370 c. If there is more than one nominee for any office, then the voting shall be by ballot. A
371 majority of the votes cast shall constitute which nominees are elected. However, if there
372 is but one nominee for office, election for that office may be by voice vote. If by ballot
373 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.
374
375 d. When a ten (10) day notice of the election is given, a majority of votes cast shall
376 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
377 be required.
378

379 **Article 7: Duties of Officers**

380 **Section 1.** The president shall:

- 381
382 a. Preside at all meetings of this local PTA/PTSA.
383
384 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
385 that the purposes may be promoted.
386
387 #c. Submit this local PTA/PTSA officers' contact information form and verification of
388 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
389 office immediately upon election of officers annually.
390
391 d. Perform such other duties as may be prescribed in these bylaws.
392
393 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
394 nominating committee.
395
396

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

- 398
399 a. Act as aide(s) to the president.
400
401 b. Perform the duties of the president in the absence or inability of the officer to act.
402
403 c. Perform other delegated duties as assigned.
404

405 **#Section 3.** The secretary shall:

- 406
407 a. Record the minutes of all meetings of the local PTA/PTSA.
408
409 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
410
411 c. Maintain a membership list as required by Virginia PTA.

412
413 d. Perform other delegated duties as assigned.

414
415 **#Section 4.** The treasurer shall:

- 416 a. Have custody of all funds and finances of the local PTA/PTSA.
- 417
418 b. Keep a full and accurate account of receipts and expenditures as described in these
419 bylaws.
- 420
421 c. Make disbursements as authorized by the president, executive board, or general
422 membership in accordance with the budget adopted by the general membership.
- 423
424 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
425 president.
- 426
427 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
428 other times when requested by the executive board.
- 429
430 f. Prepare an annual financial report at the close of the fiscal year.
- 431
432 g. Have the accounts examined according to the auditing procedures outlined in these
433 bylaws.
- 434
435 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
436 within fifteen (15) days following the adoption of the audit by the membership.
- 437
438 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
439 sent to the Virginia PTA state office within fifteen (15) days of filing.
- 440
441 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
442 PTA dues for membership received prior to November 1. Remit by December 1, dues
443 received after November 1. Remit by March 1, dues received after December 1. Remit by
444 June 30, all Virginia PTA and National PTA dues received after March 1.
- 445
446 k. Perform other delegated duties as assigned.
- 447
448

449 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
450 the term of office or in case of resignation, each officer shall turn over to the president, without
451 delay, all records, books, and other materials pertaining to the office.

452

453 **Article 8: Executive Committee**

454

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

457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502

Section 2. The executive committee shall:

- a. Develop goals for the local PTA/PTSA for presentation to the executive board and general membership for approval.
- b. Appoint standing and special committee chairmen and members of the standing and special committees, except the nominating committee.

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

Section 4. Meetings of the executive committee shall be held by the call of the president or a majority of the executive committee, two (2) days' notice having been given. A quorum of the executive committee shall be a majority of the members of the committee then in office.

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

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

Article 9: Executive Board

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

#Section 2. A PTA/PTSA member shall not serve as a voting member of a constituent association'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 association.

Section 3. The executive board shall:

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

503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548

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

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

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

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

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

#Section 4. Auditing Procedures:

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

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

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

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

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

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

549
550 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
551 qualifications or fulfill the duties of the position, that person may be removed from the board by
552 a majority vote of the executive board.

553
554 **Section 6.** The executive board shall hold at least two (2) meetings during the year. The time and
555 place of meetings shall be set at the first meeting of the executive board after their election.
556 Special meetings of the executive board may be called by the president or by a majority of the
557 members of the executive board, five (5) days' notice being given. A quorum of the executive
558 board members shall be a majority of the members of the executive board then in office.

559
560 **#Section 7:** The executive board shall reserve the right to vote on business via electronic vote.
561 Only the president shall have the authority to call for an electronic vote and to establish the
562 guidelines for that vote. The established quorum of the executive board shall prevail. Voting
563 results must be recorded in the minutes and ratified at the next executive board meeting.

564
565 **#Section 8.** The executive board may hold meetings by telephone conference or through other
566 electronic communications media so long as all the members can simultaneously hear each other
567 and participate during the meeting. Some or all of the members may participate electronically at
568 a meeting held at a central location so long as all the members can simultaneously hear each
569 other and participate during the meeting.

570 **Article 10: Committees**

571
572
573 **#Section 1.** Chairmen and members of all standing and special committees shall be members of
574 this local PTA/PTSA.

575
576 **Section 2.** The executive board may create, change or eliminate such standing committees as it
577 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.
578 Standing committee chairmen and committee members shall be appointed by the executive
579 committee, except for the nominating committee. In the absence of an executive committee then
580 the executive board shall make the appointments. The term of each chairman shall be one (1)
581 year or until the selection of a successor. No chairman shall be eligible to serve in the same
582 capacity for more than two (2) consecutive terms.

583
584 **Section 3.** The executive board may create, change or eliminate such special committees as it
585 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen
586 and committee members shall be appointed by the executive committee. In the absence of an
587 executive committee then the executive board shall make the appointments. The term of each
588 special committee chairman is ended upon completion of the task assigned to the committee. No
589 special committee chairman shall be eligible to serve in the same capacity for more than two (2)
590 consecutive tasks.

591

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

595

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

600

601 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
602 communications media so long as all the members can simultaneously hear each other and
603 participate during the meeting. Some or all of the members may participate electronically at a
604 meeting held at a central location so long as all the members can simultaneously hear each other
605 and participate during the meeting.

606

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

608

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

611

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

615

616 **Article 11: General Membership Meetings**

617

618 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least five (5) times during
619 the school year, ten (10) days' notice having been given.

620

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

622

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

625

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

629

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

632

633 **Article 12: Council Membership**

634

635 **Section 1.** Selection of delegates:

636

- 637 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County
638 Council Parent Teacher Association by the president or alternate, the principal or
639 alternate, and by two (2) delegates or alternates.
640
641 b. Delegates and alternates shall be appointed in October.
642
643 c. Delegates to the Fairfax County Council PTA shall serve for a term of one year or until
644 the selection of a successor. No delegate shall serve for more than two (2) consecutive
645 terms.
646

647 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
648 Fairfax County Council PTA.
649

650 **Section 3.** Responsibilities of delegates:
651

- 652 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
653 to council such matters as may be referred to it by the local PTA/PTSA.
654
655 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
656 instructed, they shall use their own discretion, except as provided by council bylaws.
657

658 #Article 13: District Membership

659

660 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
661 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.
662

663 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
664 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
665 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
666 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.
667

668 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
669 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
670 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
671 delegate for each fifty (50) memberships or major fraction thereof.
672

673 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
674 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
675 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
676 instructed, they shall use their own discretion.
677

678 #Article 14: Fiscal Year

679

680 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.
681
682

683 **#Article 15: Parliamentary Authority**

684

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

689

690 **#Article 16: Local Unit Bylaws Revisions and Amendments**

691

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

696

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

698

699 a. A committee shall be appointed to submit a revised set of bylaws as a substitute for
700 existing bylaws or to submit an amendment to current bylaws.

701

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

710

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

713

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

716

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

720

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

724

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