

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Longfellow Middle School PTA of McLean, VA were approved by the membership at its meeting on May 3rd, 2019.

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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 May 3rd, 2019 and must be submitted for review to the Virginia PTA by November 19th, 2019 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.

LONGFELLOW MIDDLE SCHOOL 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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**LONGFELLOW MIDDLE SCHOOL
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the Longfellow Middle School Parent Teacher Association located in McLean, 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 Longfellow Middle 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 Longfellow Middle School PTA in common with those
48 of Virginia PTA and National PTA:

- 49
- 50 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 debts and obligations of the association, the association's financial holdings, property,
211 all records and all remaining assets shall be distributed to Virginia PTA held in escrow and
212 if not claimed by the resolved unit within two years it remains with the Virginia PTA in
213 order to further the mission and purpose of the Virginia PTA.

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).

228 **#Article 5: Membership and Dues**

229
230 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of
231 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to
232 all the benefits of such membership.

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

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

239
240 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,
241 shall offer membership to students.

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

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

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

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

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

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

268
269 **Section 11.** The membership term is July 1 to June 30.

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

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

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

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

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

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

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

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

303

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

306 #a. One (1) president.
307

308 b. One (1) president-elect.
309

310 c. Three (3) vice president(s).
311

312 #d. A secretary.
313

314 #e. One (1) treasurer.
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 a. Each member of the nominating committee must be a member of this local PTA/PTSA.

323
324 b. The nominating committee shall consist of 3 members, who shall be elected by the
325 members of this local PTA/PTSA at their regular general membership meeting at least two
326 (2) months prior to the election of officers. The committee shall elect its own chairman.

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

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

338
339
340 **#Section 4.** Officers shall be elected by the following method:

341 a. Officers shall be elected at the general membership election meeting in the month of
342 May or June. The president-elect shall automatically succeed the office of president.

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

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

353
354 **#Section 5.** Officers shall serve for a term of 2 year(s) or until their successors are elected. No
355 person shall hold more than one (1) elected office at a time on this local unit. No local unit
356 officer shall serve more than 2 consecutive terms, not to exceed four (4) years in the same office;
357 however no person shall serve in the office of president for more than a consecutive term and no
358 person shall serve in the office of president elect for more than a consecutive term. Current Local
359 Unit President shall not serve as President-elect the following term. Officers who have served in
360 an office for more than one-half (1/2) of a full term shall be deemed to have served a full term in
361 such office.
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#Section 6. Vacancies in any office shall be filled by the following method:

- a. A vacancy occurring in any office except that of president or president-elect shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board at their next scheduled meeting. In case of a vacancy in the office of president, the president-elect shall become president and shall hold office for the balance of the term. The vacancy in the office of president-elect shall be filled at the next General Membership meeting by the voting body. In the interim, the duties of the president-elect shall be delegated by the president.
- b. If there is more than one nominee for any office, then the voting shall be by ballot. A majority of the votes cast shall constitute which nominees are elected. However, if there is but one nominee for office, election for that office may be by voice vote. If by ballot vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.
- c. When a ten (10) day notice of the election is given, a majority of votes cast shall constitute an election. Without such notice a two-thirds (2/3) vote of those present shall be required.

PROVISO: The office of president-elect will be initiated in the election of May or June 2019 with the election of all officers, including the office of president. In the election of May or June 2019, the current president-elect will automatically succeed into the office of president. With the election of May or June and all following elections, the office of president will be removed from the election.

Article 7: Duties of Officers

Section 1. The president shall:

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

Section 2. The president-elect shall:

- 409 a. Act as aide to the president.
410
411 b. Perform duties of the president in the absence or inability of that officer to act.
412
413 c. Understand that by accepting the nomination of president-elect, they agree to
414 automatically succeed to the office of president at the end of their term as president-elect.
415
416 d. Perform other delegated duties as assigned.
417

418 **Section 3.** The vice president(s) shall:

- 419 a. Act as aide(s) to the president.
420
421
422 b. In their designated order, perform the duties of the president in the absence or inability
423 of the officer to act.
424

425 Vice President Communication
426 Vice President Fundraising
427 Vice President Programs
428

- 429 c. Perform other delegated duties as assigned.
430

431 **#Section 4.** The secretary shall:

- 432 a. Record the minutes of all meetings of the local PTA/PTSA.
433
434 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
435
436 c. Maintain a membership list as required by Virginia PTA.
437
438 d. Perform other delegated duties as assigned.
439
440

441 **#Section 5.** The treasurer shall:

- 442 a. Have custody of all funds and finances of the local PTA/PTSA.
443
444 b. Keep a full and accurate account of receipts and expenditures as described in these
445 bylaws.
446
447 c. Make disbursements as authorized by the president, executive board, or general
448 membership in accordance with the budget adopted by the general membership.
449
450 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
451 president.
452
453

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

456
457 f. Prepare an annual financial report at the close of the fiscal year.

458
459 g. Have the accounts examined according to the auditing procedures outlined in these
460 bylaws.

461
462 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
463 within fifteen (15) days following the adoption of the audit by the membership.

464
465 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
466 sent to the Virginia PTA state office within fifteen (15) days of filing.

467
468 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
469 PTA dues for membership received prior to November 1. Remit by December 1, dues
470 received after November 1. Remit by March 1, dues received after December 1. Remit by
471 June 30, all Virginia PTA and National PTA dues received after March 1.

472
473 k. Perform other delegated duties as assigned.

474
475 **#Section 6.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
476 the term of office or in case of resignation, each officer shall turn over to the president, without
477 delay, all records, books, and other materials pertaining to the office.

478 **Article 8: Executive Committee**

479
480 **Section 1.** The executive committee shall consist of the elected officers of the association and
481 the principal of the school.

482
483 **Section 2.** The executive committee shall:

484
485 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
486 general membership for approval.

487
488 b. Appoint standing and special committee chairmen and members of the standing and
489 special committees, except the nominating committee.

490
491 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
492 purpose of appointing standing committee chairmen. Special committee chairmen shall be
493 appointed as necessary. Members of the standing and special committees shall be appointed as
494 soon as possible after the appointment of the committee chairmen.

497 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
498 majority of the executive committee, five (5) days' notice having been given. A quorum of the
499 executive committee shall be a majority of the members of the committee then in office.

500
501 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
502 vote. Only the president shall have the authority to call for an electronic vote and to establish the
503 guidelines for that vote. The established quorum of the executive committee shall prevail. Voting
504 results must be recorded in the minutes and ratified at the next executive committee meeting.

505
506 **#Section 6.** The executive committee may hold meetings by telephone conference or through
507 other electronic communications media so long as all the members can simultaneously hear each
508 other and participate during the meeting. Some or all of the members may participate
509 electronically at a meeting held at a central location so long as all the members can
510 simultaneously hear each other and participate during the meeting.

511 **Article 9: Executive Board**

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513
514 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and
515 the chairmen of the standing committees. The principal of the school or his/her designee and a
516 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also
517 may serve on the executive board. The chairmen of the standing committees shall be appointed by
518 the officers of the association not more than thirty (30) days following the election of officers.

519
520 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
521 association's board at the local, council, district, region, state, or national level while serving as a
522 paid employee of, or under contract to, that constituent association.

523
524 **Section 3.** The executive board shall:

525
526 a. Transact necessary business in the intervals between general membership meetings and
527 such other business as may be referred to it by this local PTA/PTSA and present a report to
528 the general membership at the general membership meetings.

529
530 b. Create, change or eliminate standing and special committees.

531
532 c. Approve the plans of work of the standing and special committees.

533
534 #d. Select an auditing committee, experienced auditor, or attend an external audit
535 exchange.

536
537 #e. Approve the proposed budget to be presented to the general membership for adoption.

538
539 #f. Obtain general membership approval for any changes to the adopted budget over three
540 hundred dollars (\$300.00) per fiscal year.

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

544
545 a. The executive board shall select an auditing committee, experienced auditor, or choose
546 to participate in an external audit exchange prior to the end of the fiscal year. An auditing
547 committee shall consist of no fewer than three (3) members and no one with signature
548 authority shall sit on their own auditing committee. All audit exchanges shall be
549 coordinated with at least one (1) other PTA/PTSA unit.

550
551 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
552 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
553 report shall be submitted in writing to the executive board prior to finalization of the
554 proposed budget for the coming school year.

555
556 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
557 a term select an auditing committee or an experienced auditor within one (1) week of the
558 resignation. The audit shall be performed with fiscal year-end auditing procedures and
559 shall be complete within three (3) weeks of the resignation. This audit shall not be
560 performed in lieu of the year-end audit.

561
562 d. The newly elected treasurer shall not undertake any banking responsibilities of that
563 office with the exception of depository duties, reconciliation of bank statements, change of
564 signatory or other clerical duties not requiring signatory until the audit is presented to the
565 executive board.

566
567 e. All audit reports shall be presented to the general membership for adoption. The fiscal
568 year-end audit report shall be presented to the membership for adoption at the first general
569 membership meeting held after the completion of the report. A copy of the fiscal year-end
570 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
571 adoption of the audit by the general membership.

572
573 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
574 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
575 filing.

576
577 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
578 qualifications or fulfill the duties of the position, that person may be removed from the board by
579 a majority vote of the executive board.

580
581 **Section 6.** The executive board shall hold at least five (5) meetings during the year. The time and
582 place of meetings shall be set at the first meeting of the executive board after their election.
583 Special meetings of the executive board may be called by the president or by a majority of the
584 members of the executive board, five (5) days' notice being given. A quorum of the executive
585 board members shall be a majority of the members of the executive board then in office.

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

591
592 **#Section 8.** The executive board may hold meetings by telephone conference or through other
593 electronic communications media so long as all the members can simultaneously hear each other
594 and participate during the meeting. Some or all of the members may participate electronically at
595 a meeting held at a central location so long as all the members can simultaneously hear each
596 other and participate during the meeting.

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Article 10: Committees

600

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

603

604 **Section 2.** The executive board may create, change or eliminate such standing committees as it
605 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.
606 Standing committee chairmen and committee members shall be appointed by the executive
607 committee, except for the nominating committee. In the absence of an executive committee then
608 the executive board shall make the appointments. The term of each chairman shall be four (4)
609 year(s) or until the selection of a successor. No chairman shall be eligible to serve in the same
610 capacity for more than two (2) consecutive terms.

611

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

619

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

623

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

628

629 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
630 communications media so long as all the members can simultaneously hear each other and
631 participate during the meeting. Some or all of the members may participate electronically at a

632 meeting held at a central location so long as all the members can simultaneously hear each other
633 and participate during the meeting.

634
635 **Section 7.** The quorum of any committee shall be a majority of its members.

636
637 **Section 8.** The president shall serve as ex-officio member of all committees of this local
638 PTA/PTSA except the nominating committee.

639
640 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,
641 books and other materials pertaining to the committee at the end of the term served or when
642 departing office.

643
644 **Article 11: General Membership Meetings**

645
646 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least 5 times during the
647 school year, 5 days' notice having been given.

648
649 **Section 2.** The general membership election meeting shall be held in May or June.

650
651 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
652 majority of the executive board, 5 days' notice having been given.

653
654 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
655 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
656 verified members of this local PTA/PTSA.

657
658 **Section 5.** 10 members, shall constitute a quorum for the transaction of business in any meeting of
659 this local PTA/PTSA.

660
661 **Article 12: Council Membership**

662
663 **Section 1.** Selection of delegates:

664
665 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County Council
666 Parent Teacher Association by the president or alternate, the principal or alternate, and by 1
667 delegate(s) or alternate(s).

668
669 b. Delegates and alternates shall be appointed in June.

670
671 c. Delegates to the Fairfax County Council Parent Teacher Association PTA shall serve
672 for a term of one (1) year(s) or until the selection of a successor. No delegate shall serve
673 for more than two (2) consecutive terms.

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

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Section 3. Responsibilities of delegates:

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

#Article 13: District Membership

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

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

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

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

#Article 14: Fiscal Year

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

#Article 15: Parliamentary Authority

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 16: 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

722 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)
723 years from the Virginia PTA Bylaws Committee date of approval.

724

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

726

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

729

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

738

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

741

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

744

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

748

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

752

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