

VIRGINIA PTA

APPROVAL OF LOCAL UNIT BYLAWS

Bylaws of the Hayfield Secondary School of Alexandria, Virginia were approved by the membership at its meeting on November xx, 2018

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

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

State Bylaws Committee

Date

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

Hayfield Secondary 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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**Hayfield Secondary School
PARENT TEACHER STUDENT ASSOCIATION
LOCAL UNIT BYLAWS**

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#Article 1: Name and Area

The name of this association is the Hayfield Secondary School Parent Teacher Association located in Alexandria, Virginia. It is a local PTSA 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").

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#Article 2: Purposes

Section 1. Objectives. The purpose or purposes of Hayfield Secondary School PTSA 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").

45 **#Article 3: Principles**

46
47 The following are basic principles of the Hayfield Secondary School PTSA 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 **#Article 4: Relationship with National PTA, Virginia PTA and Constituent Associations**

67
68 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
69 association and (b) the certificate of incorporation or articles of incorporation of such association
70 (in cases which the association is a corporation) or the articles of organization by whatever name
71 (in cases in which the association exists as an unincorporated association).
72

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

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

- 80
81 a. Adhere to purposes and basic policies of the PTA.
82
83 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
84 and one (1) treasurer.
85
86 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
87 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
88 Directors.
89

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

93
94 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within
95 fifteen (15) days following the adoption of the audit report by the general membership.

96
97 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office
98 within fifteen (15) days of filing.

99
100 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
101 designated in these bylaws.

102
103 h. Provide information for members who have joined the association during the reporting
104 period as prescribed by the Virginia PTA.

105
106 i. Meet other criteria as may be prescribed by Virginia PTA.

107
108 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
109 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
110 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
111 and shall include a provision establishing a quorum.

112
113 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
114 serve automatically and without the requirement of further action by the local PTA/PTSA to
115 amend correspondingly the bylaws of the local PTA/PTSA.

116
117 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
118 sections that are identified by the pound symbol (#).

119
120 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
121 PTA/PTSA.

122
123 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
124 year may participate in the business of this association.

125
126 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall
127 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit
128 including, specifically, the number of its members, the dues collected from its members, and the
129 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of
130 account and records shall at all reasonable times be open to inspection by an authorized
131 representative of Virginia PTA or, where directed by the committee on state and local relations.
132 Such authorized representative shall have full access in cases where account information and
133 records are required from banks.

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

137
138 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be
139 elected by the general membership.

140
141 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent
142 association's board at the local, council, district, state, or national level while serving as a paid
143 employee of, or under contract to, that constituent association.

144
145 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
146 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
147 local unit's name must be used and not that of Virginia PTA.

148
149 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
150 the ending date the last day of a calendar month.

151
152 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
153 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
154 circumstances provided in the bylaws of Virginia PTA.

155
156 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

- 157
- 158 a. Yield and surrender all of its books and records and all of its assets and property to
159 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
160 PTA/PTSA organized under the authority of Virginia PTA.
 - 161
 - 162 b. Cease and desist from the further use of any name that implies or connotes association
163 with Virginia PTA, National PTA or status as a constituent association of National PTA.
 - 164
 - 165 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
166 necessary for the purpose of dissolving such local PTA/PTSA.
 - 167

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

- 170
- 171 a. The executive board shall adopt a written resolution recommending that the local
172 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to
173 a vote at a special meeting of the general membership having voting rights at the time of
174 the meeting.
 - 175
 - 176 1. Only those funds approved by the general membership in the current budget year
177 may be spent.
 - 178
 - 179 2. Written notice of the adoption of such resolution accompanied by a copy of the
180 notice of the special meeting for the members shall be given to the president of

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

183
184 3. A complete membership list including contact information shall be provided to
185 the Virginia PTA state office at least thirty (30) days before the date fixed for such
186 special meeting of the members.

187
188 b. Written notice stating the purpose of such meeting to consider dissolving the local
189 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such
190 meeting. Such meeting shall be held only during the academic school year.

191
192 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA
193 to consider the resolution to dissolve. The dissolution quorum includes the required
194 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of
195 the executive board members.

196
197 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated
198 representative, shall be permitted to attend the meeting and shall be allowed to speak for a
199 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and
200 answer session.

201
202 e. Voting shall be by ballot.

203
204 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of
205 the resolution and who continue to be members on the date of the special meeting shall be
206 entitled to vote on dissolution.

207
208 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
209 the obligations of the association, the remaining assets shall be distributed to one (1) or
210 more non-profit funds, foundations, or organizations which have established their tax-
211 exempt status under Section 501(c)(3) of the Internal Revenue Code.

212
213 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
214 PTA in accordance with state bylaws.

215
216 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as
217 approved by a two-thirds (2/3) vote of members present and voting after having been given at least
218 thirty (30) days written notice. The amount of such annual dues shall include the portions payable
219 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.

220
221 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
222 designated in these bylaws and to council (if a member of council).

223
224 **#Article 5: Membership and Dues**
225

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

229
230 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
231 who believes in and supports the mission and purposes of National PTA.

232
233 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
234 persons to membership at any time.

235
236 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,
237 shall offer membership to students.

238
239 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-
240 inclusive dues as required in each local PTA/PTAs' bylaws.

241
242 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
243 local PTA/PTSA or to serve in any of its elected or appointed positions.

244
245 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by
246 this association. The amount of such dues shall include the portion payable to Virginia PTA (the
247 "state portion") and the portion payable to National PTA (the "national portion").

248
249 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as
250 approved by two-thirds (2/3) vote of members present and voting after having been given at least
251 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the
252 local unit, Virginia PTA and National PTA.

253
254 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be
255 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one
256 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall
257 be two dollars and twenty-five cents (\$2.25) per annum.

258
259 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this
260 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through
261 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to
262 National PTA the amount of the national portion of dues paid by all members of local PTAs in its
263 area.

264
265 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the
266 following October 31.

267
268 **Section 12.** Payment of Virginia PTA and National PTA dues:
269

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

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

281 c. A list of members who joined the association during the reporting period shall be kept
282 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.
283

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

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

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

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

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

302
303 #a. One (1) president.

304
305 b. Two (2) vice presidents.

306
307 #c. A secretary

308
309 #d. A corresponding secretary

310
311 #e. One (1) treasurer.
312

313 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
314 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive

315 board, standing or special committees, or to serve as a delegate or alternate to the council or
316 district.

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

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

320
321
322 b. The nominating committee shall consist of three (3) members who shall be elected by
323 the members of this local PTA/PTSA at their regular general membership meeting at least
324 two (2) months prior to the election of officers. The committee shall elect its own
325 chairman.

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

331
332 d. Only those persons who have signified their consent to serve, if elected, shall be
333 nominated for or elected to such office.

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 and/or June.

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 board. No local unit
352 officer shall serve more than Two (2) years or Two (2) consecutive terms, not to exceed four (4)
353 years in the same office. Officers who have served in an office for more than one-half (1/2) of a
354 full term shall be deemed to have served a full term in such office.

355

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

357

358 a. A vacancy occurring in any office except that of president shall be filled for the
359 unexpired term by a person elected by a majority vote of the Executive Board at their

360 next scheduled meeting. In case of a vacancy in the office of president, the vice president
361 shall become president and shall hold office for the balance of the term. In the interim,
362 the duties of the vice president shall be delegated by the president.
363

364 b. In the event of a vacancy in the office of president, and also in the absence of a vice
365 president, the general membership shall elect the next president.
366

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

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

376 **Article 7: Duties of Officers**

377

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

379

380 a. Preside at all meetings of this local PTA/PTSA.
381

382 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
383 that the purposes may be promoted.
384

385 #c. Submit this local PTA/PTSA officers' contact information form and verification of
386 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
387 office immediately upon election of officers annually.
388

389 d. Perform such other duties as may be prescribed in these bylaws.
390

391 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
392 nominating committee.
393

394 **Section 2.** The first vice president shall:

395

396 a. Act as aide(s) to the president.
397

398 b. In their designated order, perform the duties of the president in the absence or inability
399 of that officer to act.
400

401 c. Perform other delegated duties as assigned.
402

403 d. Liaison with High School Administrative Staff, and serve as their primary point of
404 contact (POC) for the PTA/PTSA.
405

406 e. Responsible for Special Programs sponsored by the PTSA and provide oversight and
407 coordination as tasked by the president.

408
409 The second vice president shall:

410 f. Liaison with Middle School Administrative Staff and serve as the primary point of
411 contact (POC).

412
413 g. Perform the duties of the first vice president in the absence or inability of that officer to
414 act.

415
416 h. Perform the duties of the president in the absence or inability of that officer to act, if
417 the first vice president is absent or unable to act.

418
419 i. Perform other delegated duties as assigned.

420
421 j. Responsible for Special Programs sponsored by the PTSA and provide oversight and
422 coordination as tasked by the president.

423
424
425 **#Section 3.** The secretary shall:

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

427
428 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.

429
430 c. Maintain a membership list as required by Virginia PTA.

431
432 d. Perform other delegated duties as assigned.

433
434
435 **#Section 4.** The corresponding secretary shall:

436 a. Officially, respond (correspond) on behalf of the PTA/PTSA.

437
438 b. Share correspondence received pertaining to the PTA/PTSA membership at general
439 meetings and/or to the executive board.

440
441 c. Perform the duties of the recording secretary in the absence or inability of that officer to
442 act, if the recording secretary is absent or unable to act.

443
444 d. Perform other delegated duties as assigned.

445
446
447 **#Section 5.** The treasurer shall:

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

- 452 b. Keep a full and accurate account of receipts and expenditures as described in these
453 bylaws.
454
- 455 c. Make disbursements as authorized by the president, executive board, or general
456 membership in accordance with the budget adopted by the general membership.
457
- 458 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
459 president.
460
- 461 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
462 other times when requested by the executive board.
463
- 464 f. Prepare an annual financial report at the close of the fiscal year.
465
- 466 g. Have the accounts examined according to the auditing procedures outlined in these
467 bylaws.
468
- 469 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
470 within fifteen (15) days following the adoption of the audit by the membership.
471
- 472 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
473 sent to the Virginia PTA state office within fifteen (15) days of filing.
474
- 475 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
476 PTA dues for membership received prior to November 1. Remit by December 1, dues
477 received after November 1. Remit by March 1, dues received after December 1. Remit by
478 June 30, all Virginia PTA and National PTA dues received after March 1.
479
- 480 k. Perform other delegated duties as assigned.
481

482 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
483 the term of office or in case of resignation, each officer shall turn over to the president, without
484 delay, all records, books, and other materials pertaining to the office.
485

486 **Article 8: Executive Committee**

487

488 **Section 1.** The executive committee shall consist of the elected officers of the association and
489 the principal of the school.
490

491 **Section 2.** The executive committee shall:
492

- 493 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
494 general membership for approval.
495

496 b. Appoint standing and special committee chairmen and members of the standing and
497 special committees, except the nominating committee.
498

499 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
500 purpose of appointing standing committee chairmen. Special committee chairmen shall be
501 appointed as necessary. Members of the standing and special committees shall be appointed as
502 soon as possible after the appointment of the committee chairmen.
503

504 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
505 majority of the executive committee Five (5) days' notice having been given. A quorum of the
506 executive committee shall be a majority of the members of the committee then in office.
507

508 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
509 vote. Only the president shall have the authority to call for an electronic vote and to establish the
510 guidelines for that vote. The established quorum of the executive committee shall prevail. Voting
511 results must be recorded in the minutes and ratified at the next executive committee meeting.
512

513 **#Section 6.** The executive committee may hold meetings by telephone conference or through
514 other electronic communications media so long as all the members can simultaneously hear each
515 other and participate during the meeting. Some or all of the members may participate
516 electronically at a meeting held at a central location so long as all the members can
517 simultaneously hear each other and participate during the meeting.
518

519 **Article 9: Executive Board**

520
521 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and
522 the chairmen of the standing committees. The principal of the school or his/her designee and a
523 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also
524 may serve on the executive board. The chairmen of the standing committees shall be appointed by
525 the officers of the association not more than thirty (30) days following the election of officers.
526

527 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
528 association's board at the local, council, district, region, state, or national level while serving as a
529 paid employee of, or under contract to, that constituent association.
530

531 **Section 3.** The executive board shall:
532

533 a. Transact necessary business in the intervals between general membership meetings and
534 such other business as may be referred to it by this local PTA/PTSA and present a report to
535 the general membership at the general membership meetings.
536

537 b. Create, change or eliminate standing and special committees.
538

539 c. Approve the plans of work of the standing and special committees.
540

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

543
544 #e. Approve the proposed budget to be presented to the general membership for adoption.

545
546 #f. Obtain general membership approval for any changes to the adopted budget over three
547 hundred dollars (\$300.00) per fiscal year.

548
549 **#Section 4. Auditing Procedures:**

550
551 a. The executive board shall select an auditing committee, experienced auditor or choose
552 to participate in an external audit exchange prior to the end of the fiscal year. An auditing
553 committee shall consist of no fewer than three (3) members and no one with signature
554 authority shall sit on their own auditing committee. All audit exchanges shall be
555 coordinated with at least one (1) other PTA/PTSA unit.

556
557 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
558 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
559 report shall be submitted in writing to the executive board prior to finalization of the
560 proposed budget for the coming school year.

561
562 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
563 a term select an auditing committee or an experienced auditor within one (1) week of the
564 resignation. The audit shall be performed with fiscal year-end auditing procedures and
565 shall be complete within three (3) weeks of the resignation. This audit shall not be
566 performed in lieu of the year-end audit.

567
568 d. The newly elected treasurer shall not undertake any banking responsibilities of that
569 office with the exception of depository duties, reconciliation of bank statements, change of
570 signatory or other clerical duties not requiring signatory until the audit is presented to the
571 executive board.

572
573 e. All audit reports shall be presented to the general membership for adoption. The fiscal
574 year-end audit report shall be presented to the membership for adoption at the first general
575 membership meeting held after the completion of the report. A copy of the fiscal year-end
576 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
577 adoption of the audit by the general membership.

578
579 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
580 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
581 filing.

582
583 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
584 qualifications or fulfill the duties of the position, that person may be removed from the board by
585 a majority vote of the executive board.

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Section 6. The executive board shall hold at least One (1) meeting during the year. The time and place of meetings shall be set at the first meeting of the executive board after their election. Special meetings of the executive board may be called by the president or by a majority of the members of the executive board, Five (5) notice being given. A quorum of the executive board members shall be a majority of the members of the executive board then in office.

#Section 7: The executive board 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 board shall prevail. Voting results must be recorded in the minutes and ratified at the next executive board meeting.

#Section 8. The executive board 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 10: Committees

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

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

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

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

#Section 5. The committee shall reserve the right to vote on business via electronic vote. Only the committee chair shall have the authority to call for an electronic vote and to establish the

631 guidelines for that vote. The established quorum of the committee shall prevail. Voting results
632 must be recorded in the minutes and ratified at the next committee meeting.

633
634 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
635 communications media so long as all the members can simultaneously hear each other and
636 participate during the meeting. Some or all of the members may participate electronically at a
637 meeting held at a central location so long as all the members can simultaneously hear each other
638 and participate during the meeting.

639
640 **Section 7.** The quorum of any committee shall be a majority of its members.

641
642 **Section 8.** The president shall serve as ex-officio member of all committees of this local
643 PTA/PTSA except the nominating committee.

644
645 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,
646 books and other materials pertaining to the committee at the end of the term served or when
647 departing office.

648
649 **Article 11: General Membership Meetings**

650
651 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least (3) times during the
652 school year, 10 days' notice having been given.

653
654 **Section 2.** The general membership election meeting shall be held in May and/or June.

655
656 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
657 majority of the executive board, Five (5) days notice having been given.

658
659 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
660 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
661 verified members of this local PTA/PTSA.

662
663 **Section 5.** Ten (10) members shall constitute a quorum for the transaction of business in any
664 meeting of this local PTA/PTSA.

665
666 **Article 12: Council Membership**

667
668 **Section 1.** Selection of delegates:

669
670 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County
671 Council Parent Teacher Association by the president or alternate, the principal or
672 alternate, and by One (1) delegate(s) or alternate(s).

673
674 b. Delegates and alternates shall be appointed in September.

675

676 c. Delegates to the Fairfax County Council PTA shall serve for a term of (1) year(s) or
677 until the selection of a successor. No delegate shall serve for more than two (2)
678 consecutive terms.

679
680 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
681 Fairfax County Council of PTA's.

682
683 **Section 3.** Responsibilities of delegates:

684
685 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
686 to council such matters as may be referred to it by the local PTA/PTSA.

687
688 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
689 instructed, they shall use their own discretion, except as provided by council bylaws.

690

691 **#Article 13: District Membership**

692
693 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
694 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.

695
696 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
697 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
698 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
699 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

700
701 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
702 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
703 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
704 delegate for each fifty (50) memberships or major fraction thereof.

705
706 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
707 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
708 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
709 instructed, they shall use their own discretion.

710

711 **#Article 14: Fiscal Year**

712
713 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.

714

715 **#Article 15: Parliamentary Authority**

716
717 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern
718 National PTA and its constituent associations in all cases in which they are applicable and in which
719 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
720 PTA, or the articles of incorporation.

721

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

723
724 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia
725 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on
726 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)
727 years from the Virginia PTA Bylaws Committee date of approval.

728
729 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

730
731 a. A committee shall be appointed to submit a revised set of bylaws as a substitute for
732 existing bylaws or to submit an amendment to current bylaws.

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

742
743 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
744 accordance with the bylaws of Virginia PTA.

745
746 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
747 sections that are identified by the pound symbol (#).

748
749 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
750 identified by the pound symbol (#) shall serve to automatically and without requirement of
751 further action by the local PTA/PTSA to amend correspondingly its bylaws.

752
753 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
754 serve automatically and without the requirement of further action by this local PTA/PTSA to
755 amend correspondingly the bylaws of this local PTA/PTSA.

756
757 **#Required by Virginia PTA in all district, council, and local unit bylaws.**