

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Haycock Elementary School Parent-Teacher Association of Fairfax County, Virginia were approved by the membership at its meeting on March 15, 2017.

Signed: _____ Neetha Rao
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Signed: _____ Patrick Howard
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(Space below for use by State Bylaws Chairman or designee only.)

Approved on behalf of the Board of Managers 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.

HAYCOCK ELEMENTARY 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.

1 **HAYCOCK ELEMENTARY SCHOOL**
2 **PARENT TEACHER ASSOCIATION**
3 **LOCAL UNIT BYLAWS**
4

5 **#Article 1: Name and Area**
6

7 The name of this association is the **Haycock Elementary School Parent-Teacher** Association
8 located in **Fairfax County**, Virginia. It is a local **PTA** organized under the authority of the Virginia
9 Congress of Parents and Teachers (referred to as “Virginia PTA”), a branch of the National
10 Congress of Parents and Teachers (referred to as “National PTA”).
11

12 **#Article 2: Purposes**
13

14 **Section 1. Objectives.** The purpose or purposes (Objects) of **Haycock Elementary School PTA**,
15 in common with those of Virginia PTA and National PTA corporation, will hereafter pursue are:
16

- 17 a. To promote the welfare of children and youth in home, school, places of worship, and
18 throughout the community.
19
20 b. To raise the standards of home life.
21
22 c. To advocate for laws that further the education, physical and mental health, welfare,
23 and safety of children and youth.
24
25 d. To promote the collaboration and engagement of families and educators in the
26 education of children and youth.
27
28 e. To engage the public in united efforts to secure the physical, mental, emotional,
29 spiritual, and social well-being of all children and youth, and
30
31 f. To advocate for fiscal responsibility regarding public tax dollars in public education
32 funding.
33

34 **Section 2. Awareness.** The purposes of the PTA are promoted through advocacy and education
35 in collaboration with parents, families, teachers, educators, students, and the public; developed
36 through conferences, committees, projects, and programs; and governed and qualified by the
37 basic principles set forth in Article 3.
38

39 **Section 3. Federal Status.** The association is organized exclusively for the charitable, scientific,
40 literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue
41 Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal
42 Revenue Code”).
43

44 **#Article 3: Principles**
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46

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

- 49 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- 50
- 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 Managers.
- 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. Meet other criteria as may be prescribed by Virginia PTA.

105
106 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
107 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
108 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
109 and shall include a provision establishing a quorum.

110
111 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
112 serve automatically and without the requirement of further action by the local PTA/PTSA to
113 amend correspondingly the bylaws of the local PTA/PTSA.

114
115 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
116 sections that are identified by the pound symbol (#).

117
118 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
119 PTA/PTSA.

120
121 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
122 year may participate in the business of this association.

123
124 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall
125 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit
126 including, specifically, the number of its members, the dues collected from its members, and the
127 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of
128 account and records shall at all reasonable times be open to inspection by an authorized
129 representative of Virginia PTA or, where directed by the committee on state and local relations.
130 Such authorized representative shall have full access in cases where account information and
131 records are required from banks.

132
133 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of
134 National PTA.

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

138
139 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent
140 association's board at the local, council, district, state, or national level while serving as a paid
141 employee of, or under contract to, that constituent association.

142
143 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
144 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
145 local unit's name must be used and not that of Virginia PTA.

146
147 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
148 the ending date the last day of a calendar month.

149
150 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
151 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
152 circumstances provided in the bylaws of Virginia PTA.

153
154 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

155
156 a. Yield and surrender all of its books and records and all of its assets and property to
157 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
158 PTA/PTSA organized under the authority of Virginia PTA.

159
160 b. Cease and desist from the further use of any name that implies or connotes association
161 with Virginia PTA, National PTA or status as a constituent association of National PTA.

162
163 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
164 necessary for the purpose of dissolving such local PTA/PTSA.

165
166 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
167 the following manner:

168
169 a. The executive board shall adopt a written resolution recommending that the local
170 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to
171 a vote at a special meeting of the general membership having voting rights at the time of
172 the meeting.

173
174 1. Only those funds approved by the general membership in the current budget year
175 may be spent.

176
177 2. Written notice of the adoption of such resolution accompanied by a copy of the
178 notice of the special meeting for the members shall be given to the president of
179 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
180 of the members.

181

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

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

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

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

200 e. Voting shall be by ballot.
201

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

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

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

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

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

222 #Article 5: Membership and Dues 223

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

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

230
231 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
232 persons to membership at any time.

233
234 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,
235 shall offer membership to students.

236
237 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-
238 inclusive dues as required in each local PTA/PTAs' bylaws.

239
240 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
241 local PTA/PTSA or to serve in any of its elected or appointed positions.

242
243 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by
244 this association. The amount of such dues shall include the portion payable to Virginia PTA (the
245 "state portion") and the portion payable to National PTA (the "national portion").

246
247 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as
248 approved by two-thirds (2/3) vote of members present and voting after having been given at least
249 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the
250 local unit, Virginia PTA and National PTA.

251
252 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be
253 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one
254 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall
255 be two dollars and twenty-five cents (\$2.25) per annum.

256
257 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this
258 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through
259 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to
260 National PTA the amount of the national portion of dues paid by all members of local PTAs in its
261 area.

262
263 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the
264 following October 31.

265
266 **Section 12.** Payment of Virginia PTA and National PTA dues:

267
268 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
269 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
270 shall not be included in the local PTA/PTSA's budget.

271
272 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
273 or before December 1. Additional membership dues received after December 1 shall be

274 remitted to Virginia PTA on or before March 1. Membership dues received after March 1
275 shall be remitted to Virginia PTA on or before June 30.

276
277 c. A list of members who joined the association during the reporting period shall be kept by
278 the local PTA/PTSA and submitted to Virginia PTA.

279
280 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
281 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
282 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
283 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without
284 payment of the registration fee.

285
286 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
287 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
288 Life Achievement Award provides only National Convention guest privileges upon payment of the
289 convention registration fee.

290
291 **Section 15.** A holder of a Virginia PTA Honorary Life Membership holder or National PTA Life
292 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
293 unit.

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

295
296
297 **Section 1.** The officers of this PTA/PTSA shall consist of:

298
299 #a. One (1) president.

300
301 b. One (1) president-elect.

302
303 c. 5 vice president(s).

304
305 #d. A secretary.

306
307 #e. One (1) treasurer.

308
309 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
310 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
311 board, standing or special committees, or to serve as a delegate or alternate to the council or
312 district.

313
314 **#Section 3.** Nominating committee:

315
316 a. Each member of the nominating committee must be a member of this local PTA/PTSA.

318 b. The nominating committee shall consist of 5 members, who shall be elected by the
319 members of this local PTA/PTSA at their regular general membership meeting at least two (2)
320 months prior to the election of officers. The committee shall elect its own chairman.

321
322 c. The nominating committee shall nominate an eligible person for each office to be filled,
323 except the office of president, and report its nominees to the members at a regular general
324 membership meeting at least thirty (30) days prior to the general membership election
325 meeting. At the general membership election meeting additional nominations may be made
326 from the floor.

327
328 d. Only those persons who have signified their consent to serve, if elected, shall be
329 nominated for or elected to such office. It is understood that the president-elect, by
330 accepting the nomination is agreeing to automatically succeed to the office of president at
331 the end of his/her term as president-elect.

332
333 **#Section 4.** Officers shall be elected by the following method:

334
335 a. Officers shall be elected at the general membership election meeting in the month of
336 June. The president-elect shall automatically succeed the office of president.

337
338 b. If there is more than one nominee for office, then the voting shall be by ballot. A
339 majority of the votes cast shall constitute which nominees are elected. However, if there
340 is but one nominee for office, election for that office may be by voice vote. If by ballot
341 vote, the secretary shall be responsible for destroying all ballots at the end of the general
342 membership election meeting.

343
344 c. Officers, except the treasurer, shall assume their official duties immediately following
345 the close of the meeting in the month of July. The treasurer shall assume his/her official
346 duties upon the completion of the auditing process outlined in these bylaws.

347
348 **#Section 5.** Officers shall serve for a term of 1 year(s) or until their successors are elected. No
349 person shall hold more than one (1) elected office at a time on this local unit. No local unit
350 officer shall serve more than 2 consecutive terms (not to exceed four (4) years) in the same
351 office; however no person shall serve in the office of president for more than a consecutive term
352 and no person shall serve in the office of president elect for more than a consecutive term.
353 Current Local Unit President shall not serve as President-elect the following term. Officers who
354 have served in an office for more than one-half (1/2) of a full term shall be deemed to have
355 served a full term in such office.

356
357 **#Section 6.** A vacancy occurring in any office other than president or president-elect shall be
358 filled for the unexpired term by a person elected by a majority vote of the executive board.
359 Notice of the election to fill the vacancy shall be given as prescribed in these bylaws. In case a
360 vacancy occurs in the office of president, the president-elect shall automatically become
361 president and serve notice to the general membership of the election to fill the vacancy in the
362 office of president-elect as prescribed in these bylaws.

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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:

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

Section 3. The vice president(s) shall:

- a. Act as aide(s) to the president.
- b. In their designated order, perform the duties of the president and/or the president-elect in the absence or inability of the officer to act.
 - 1. Vice President of Operations
 - 2. Vice President of Community Affairs
 - 3. Vice President of Curriculum Enhancement
 - 4. Vice President of Fundraising
 - 5. Vice President of Social Events
- c. Perform other delegated duties as assigned.

#Section 4. The secretary shall:

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

#Section 5. The treasurer shall:

- a. Have custody of all funds and finances of the local PTA/PTSA.
- b. Keep a full and accurate account of receipts and expenditures as described in these bylaws.
- c. Make disbursements as authorized by the president, executive board, or general membership in accordance with the budget adopted by the general membership.
- d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the president.
- e. Present a written financial statement at every meeting of the local PTA/PTSA and at other times when requested by the executive board.
- f. Prepare an annual financial report at the close of the fiscal year.
- g. Have the accounts examined according to the auditing procedures outlined in these bylaws.
- h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within fifteen (15) days following the adoption of the audit by the membership.
- i. Submit 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.
- j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA dues for membership received prior to December 1. Remit by March 1, dues received after December 1 and remit by June 30, all Virginia PTA and National PTA dues received after March 1.
- k. Perform other delegated duties as assigned.

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

455
456 **Article 8: Executive Committee**
457

458 **Section 1.** The executive committee shall consist of the elected officers of the association, **the**
459 **past president**, and the principal of the school.

460 **Section 2.** The executive committee shall:
461

462 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
463 general membership for approval.
464

465 b. Appoint standing and special committee chairmen and members of the standing and
466 special committees, except the nominating committee.
467

468 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
469 purpose of appointing standing committee chairmen. Special committee chairmen shall be
470 appointed as necessary. Members of the standing and special committees shall be appointed as
471 soon as possible after the appointment of the committee chairmen.
472

473 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
474 majority of the executive committee, **3** days' notice having been given. A quorum of the
475 executive committee shall be a majority of the members of the committee then in office.
476

477
478 **Article 9: Executive Board**
479

480 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers, **the**
481 **past president**, and the chairmen of the standing committees. The principal of the school or his/her
482 designee and a staff representative or his/her alternate, appointed by the principal or elected by the
483 faculty, also may serve on the executive board. The chairmen of the standing committees shall be
484 appointed by the officers of the association not more than thirty (30) days following the election of
485 officers.
486

487 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
488 association's board at the local, council, district, region, state, or national level while serving as a
489 paid employee of, or under contract to, that constituent association.
490

491 **Section 3.** The executive board shall:
492

493 a. Transact necessary business in the intervals between general membership meetings and
494 such other business as may be referred to it by this local PTA/PTSA and present a report to
495 the general membership at the general membership meetings.
496

497 b. Create standing and special committees.
498

499 c. Approve the plans of work of the standing and special committees.
500

- 501 #d. Select an auditing committee or experienced auditor.
502
503 #e. Approve the proposed budget to be presented to the general membership for adoption.
504
505 #f. Obtain general membership approval for any changes to the adopted budget over three
506 hundred dollars (\$300.00)
507

508 **#Section 4. Auditing Procedures:**
509

- 510 a. An auditing committee or an experienced auditor shall be selected by the executive board
511 prior to the end of the fiscal year. An auditing committee shall consist of no fewer than
512 three (3) members and no one with signature authority shall sit on the auditing committee.
513
514 b. The local PTA/PTSA treasurer shall submit the books to the auditing committee or the
515 experienced auditor at the end of the fiscal year. The audit report shall be submitted in
516 writing to the executive board prior to finalization of the proposed budget for the coming
517 school year.
518
519 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
520 a term select an auditing committee or an experienced auditor within one (1) week of the
521 resignation. The audit shall be performed with fiscal year-end auditing procedures and
522 shall be complete within three (3) weeks of the resignation. This audit shall not be
523 performed in lieu of the year-end audit.
524
525 d. The newly elected treasurer shall not undertake any banking responsibilities of that
526 office with the exception of depository duties, reconciliation of bank statements, change of
527 signatory or other clerical duties not requiring signatory until the audit is presented to the
528 executive board.
529
530 e. All audit reports shall be presented to the general membership for adoption. The fiscal
531 year-end audit report shall be presented to the membership for adoption at the first general
532 membership meeting held after the completion of the report. A copy of the fiscal year-end
533 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
534 adoption of the audit by the general membership.
535
536 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
537 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
538 filing.
539

540 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
541 qualifications or fulfill the duties of the position, that person may be removed from the board by
542 a majority vote of the executive board.
543

544 **Section 6.** The executive board shall hold at least 6 meetings during the year. The time and place
545 of meetings shall be set at the first meeting of the executive board after their election. Special

546 meetings of the executive board may be called by the president or by a majority of the members
547 of the executive board, 5 days' notice being given. A quorum of the executive board members
548 shall be a majority of the members of the executive board then in office.

549
550 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.
551 Only the president shall have the authority to call for an electronic vote and to establish the
552 guidelines for that vote. The established quorum of the executive board shall prevail. Results
553 must be recorded in the minutes and ratified at the next executive board meeting.

554 **Article 10: Committees**

555
556
557 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or
558 appointed positions.

559
560 **#Section 2.** Chairmen and members of all standing and special committees shall be members of
561 this local PTA/PTSA.

562
563 **Section 3.** The executive board may create such standing committees as it may deem necessary
564 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee
565 chairmen and committee members shall be appointed by the executive committee, except for the
566 nominating committee. In the absence of an executive committee then the executive board shall
567 make the appointments. The term of each chairman shall be 1 year(s) or until the selection of a
568 successor. No chairman shall be eligible to serve in the same capacity for more than two (2)
569 consecutive terms.

570
571
572 **Section 4.** The executive board may create such special committees as it may deem necessary or
573 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members
574 shall be appointed by the executive committee. In the absence of an executive committee then the
575 executive board shall make the appointments. The term of each special committee chairman is
576 ended upon completion of the task assigned to the committee.

577
578 **Section 5.** The chairman of ~~standing and~~ a new or special committee shall present a plan of work
579 to the executive board for approval. No committee work shall be undertaken without the consent
580 of the executive board.

581
582 **Section 6.** The quorum of any committee shall be a majority of its members.

583
584 **Section 7.** The president shall serve as ex-officio member of all committees of this local
585 PTA/PTSA except the nominating committee.

586
587 **#Section 8.** Committee chairmen shall turn over to the president, without delay, all records,
588 books and other materials pertaining to the committee at the end of the term served or when
589 departing office.

590

591 **Article 11: General Membership Meetings**

592
593 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least 6 times during the
594 school year, 5 days' notice having been given.

595
596 **Section 2.** The general membership election meeting shall be held in June.

597
598 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
599 majority of the executive board, 5 days' notice having been given.

600
601 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
602 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
603 verified members of this local PTA/PTSA.

604
605 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
606 meeting of this local PTA/PTSA.

607
608 **Article 12: Council Membership**

609
610 **Section 1.** Selection of delegates:

611
612 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County
613 Council Parent Teacher Association by the president or alternate, the principal or
614 alternate, and by 1 delegate(s) or alternate(s).

615
616 b. Delegates and alternates shall be appointed in June.

617
618 c. Delegates to the Fairfax County Council PTA shall serve for a term of
619 1 year(s) or until the selection of a successor.

620
621 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
622 Fairfax County Council PTA.

623
624 **Section 3.** Responsibilities of delegates:

625
626 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
627 to council such matters as may be referred to it by the local PTA/PTSA.

628
629 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
630 instructed, they shall use their own discretion, except as provided by council bylaws.

631
632 **#Article 13: District Membership**

633
634 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
635 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.

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

641
642 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
643 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
644 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
645 delegate for each fifty (50) memberships or major fraction thereof.

646
647 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
648 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
649 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
650 instructed, they shall use their own discretion.

651

652 **#Article 14: Fiscal Year**

653

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

655

656 **#Article 15: Parliamentary Authority**

657

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

662

663

664

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

666

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

671

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

673

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

676

677 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA
678 provided notice and a copy of the proposed bylaws revision or amendments are provided to
679 the membership at least thirty (30) days prior to the meeting at which the revision or the
680 amendments are to be voted upon. A quorum shall be established at the meeting in which
681 voting takes place. The revision or amendments are subject to approval by the Virginia

682 PTA Bylaws Committee on behalf of the Virginia PTA Board of Managers. The proposed
683 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
684 voting.

685
686 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
687 accordance with the bylaws of Virginia PTA.

688
689 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
690 sections that are identified by the pound symbol (#).

691
692 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
693 identified by the pound symbol (#) shall serve to automatically and without requirement of
694 further action by the local PTA/PTSA to amend correspondingly its bylaws.

695
696 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
697 serve automatically and without the requirement of further action by this local PTA/PTSA to
698 amend correspondingly the bylaws of this local PTA/PTSA.

699
700 **#Required by Virginia PTA in all district, council, and local unit bylaws.**