

SEP 21 2018

VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS

Bylaws of the COOL SPRING ELEMENTARY SCHOOL PTA of LEESBURG, VIRGINIA
were approved by the membership at its meeting on SEPTEMBER 9, 2018

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



Lette Wynn
State Bylaws Committee

October 12, 2018
Date

NOTE: Bylaws of this unit will take effect on October 13, 2018 and must be submitted for review to the Virginia PTA by October 13, 2023 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.

COOL SPRING ELEMENTARY PTA BYLAWS INDEX

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

#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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**COOL SPRING ELEMENTARY
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the Cool Spring Elementary Parent Teacher Association located in Leesburg, 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 Cool Spring Elementary PTA, in common with those of Virginia PTA and National PTA corporation, will hereafter pursue are:

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community.
- b. To raise the standards of home life.
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.
- d. To promote the collaboration and engagement of families and educators in the education of children and youth.
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth, and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

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

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

47 **#Article 3: Principles**

48 The following are basic principles of the Cool Spring Elementary PTA in common with those of
49 Virginia PTA and National PTA:
50

- 51
- 52 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
 - 53
 - 54 b. The association shall work to engage and empower children, families, and educators
55 within schools and communities to provide quality education for all children and youth,
56 and shall seek to participate in the decision-making process by influencing school policy
57 and advocating for children’s issues, recognizing that the legal responsibility to make
58 decisions has been delegated by the people to boards of education, state education
59 authorities, and local education authorities.
 - 60
 - 61 c. The association shall work to promote the health and welfare of children and youth,
62 and shall seek to promote collaboration among families, schools, and the community at
63 large.
 - 64
 - 65 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
66 expertise shall be guiding principles for service in Virginia PTA.
 - 67

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

69

70 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
71 association and (b) the certificate of incorporation or articles of incorporation of such association
72 (in cases which the association is a corporation) or the articles of organization by whatever name
73 (in cases in which the association exists as an unincorporated association).
74

75 **Section 2.** Local PTA/PTSAs shall be organized and chartered under the authority of Virginia
76 PTA in the area in which the local PTA/PTSA functions in conformity with such rules and
77 regulations, not in conflict with the bylaws of Virginia PTA or National PTA.
78

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

- 82
- 83 a. Adhere to purposes and basic policies of the PTA.
- 84
- 85 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
86 and one (1) treasurer.
- 87
- 88 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
89 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
90 Directors.
- 91

92 d. Submit local unit officers contact information form and verification of local unit's
93 employer identification number (EIN) to the Virginia PTA state office immediately upon
94 election of officers annually.
95

96 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within
97 fifteen (15) days following the adoption of the audit report by the general membership.
98

99 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office
100 within fifteen (15) days of filing.
101

102 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
103 designated in these bylaws.
104

105 h. Provide information for members who have joined the association during the reporting
106 period as prescribed by the Virginia PTA.
107

108 i. Meet other criteria as may be prescribed by Virginia PTA.
109

110 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
111 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
112 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
113 and shall include a provision establishing a quorum.
114

115 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
116 serve automatically and without the requirement of further action by the local PTA/PTSA to
117 amend correspondingly the bylaws of the local PTA/PTSA.
118

119 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
120 sections that are identified by the pound symbol (#).
121

122 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
123 PTA/PTSA.
124

125 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
126 year may participate in the business of this association.
127

128 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall
129 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit
130 including, specifically, the number of its members, the dues collected from its members, and the
131 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of
132 account and records shall at all reasonable times be open to inspection by an authorized
133 representative of Virginia PTA or, where directed by the committee on state and local relations.
134 Such authorized representative shall have full access in cases where account information and
135 records are required from banks.
136

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

203
204 e. Voting shall be by ballot.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

269
270 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the
271 following October 31.

272
273 **Section 12.** Payment of Virginia PTA and National PTA dues:
274

- 275 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
276 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
277 shall not be included in the local PTA/PTSA's budget.
278
- 279 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
280 or before November 1. Additional membership dues received after November 1 shall be
281 remitted to Virginia PTA at the Virginia PTA state office on or before December 1.
282 Membership dues received after December 1 shall be remitted to Virginia PTA at the
283 Virginia PTA state office on or before March 1. Membership dues received after March 1
284 shall be remitted to Virginia PTA at the Virginia PTA state office on or before June 30.
285
- 286 c. A list of members who joined the association during the reporting period shall be kept
287 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.
288

289 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
290 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
291 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
292 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without
293 payment of the registration fee.
294

295 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
296 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
297 Life Achievement Award provides only National Convention guest privileges upon payment of the
298 convention registration fee.
299

300 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
301 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
302 unit.
303

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

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

307 #a. One (1) president.
308

309 b. Two (2) vice president(s).
310

311 #c. A secretary.
312

313 #d. One (1) treasurer.
314

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

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

322

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

324

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

329

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

334

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

337

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

339

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

342

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

348

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

352

353 **#Section 5.** Officers shall serve for a term of one (1) year or until their successors are elected. No
354 person shall hold more than one (1) elected office at a time on this local unit board. No local unit
355 officer shall serve more than three (3) consecutive terms, not to exceed four (4) years in the same
356 office. Officers who have served in an office for more than one-half (1/2) of a full term shall be
357 deemed to have served a full term in such office.

358

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

360

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

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

Article 7: Duties of Officers

Section 1. The president shall:

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

Section 2. The vice president(s) shall:

- 398 a. Act as aide(s) to the president.
- 400
- 401 b. In their designated order, perform the duties of the president in the absence or inability
- 402 of the officer to act.
- 403
- 404 c. Be responsible for special events.
- 405
- 406 d. Be responsible for fundraising activities.
- 407
- 408 e. Perform other delegated duties as assigned.
- 409

#Section 3. The secretary shall:

- 412 a. Record the minutes of all meetings of the local PTA/PTSA.
- 413
- 414 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
- 415
- 416 c. Maintain a membership list as required by Virginia PTA.
- 417
- 418 d. Perform other delegated duties as assigned.
- 419

420 **#Section 4.** The treasurer shall:

- 421 a. Have custody of all funds and finances of the local PTA/PTSA.
- 422
- 423 b. Keep a full and accurate account of receipts and expenditures as described in these
- 424 bylaws.
- 425
- 426
- 427 c. Make disbursements as authorized by the president, executive board, or general
- 428 membership in accordance with the budget adopted by the general membership.
- 429
- 430 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
- 431 president.
- 432
- 433 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
- 434 other times when requested by the executive board.
- 435
- 436 f. Prepare an annual financial report at the close of the fiscal year.
- 437
- 438 g. Have the accounts examined according to the auditing procedures outlined in these
- 439 bylaws.
- 440
- 441 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
- 442 within fifteen (15) days following the adoption of the audit by the membership.
- 443
- 444 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
- 445 sent to the Virginia PTA state office within fifteen (15) days of filing.
- 446
- 447 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
- 448 PTA dues for membership received prior to November 1. Remit by December 1, dues
- 449 received after November 1. Remit by March 1, dues received after December 1. Remit by
- 450 June 30, all Virginia PTA and National PTA dues received after March 1.
- 451
- 452 k. Perform other delegated duties as assigned.
- 453

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

457 **Article 8: Executive Committee**

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

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

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

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

466
467 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
468 purpose of appointing standing committee chairmen. Special committee chairmen shall be
469 appointed as necessary. Members of the standing and special committees shall be appointed as
470 soon as possible after the appointment of the committee chairmen.

471 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
472 majority of the executive committee, thirty (30) days' notice having been given. A quorum of the
473 executive committee shall be a majority of the members of the committee then in office.

474
475 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
476 vote. Only the president shall have the authority to call for an electronic vote and to establish the
477 guidelines for that vote. The established quorum of the executive committee shall prevail. Voting
478 results must be recorded in the minutes and ratified at the next executive committee meeting.

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

484
485 **Article 9: Executive Board**

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

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

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

504
505 a. Transact necessary business in the intervals between general membership meetings and
506 such other business as may be referred to it by this local PTA/PTSA and present a report to
507 the general membership at the general membership meetings.

508
509 b. Create, change or eliminate standing and special committees.

510
511 c. Approve the plans of work of the standing and special committees.

512
513 #d. Select an auditing committee, experienced auditor, or attend an external audit
514 exchange.

515
516 #e. Approve the proposed budget to be presented to the general membership for adoption.

517
518 #f. Obtain general membership approval for any changes to the adopted budget over three
519 hundred dollars (\$300.00) per fiscal year.

520

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

522
523 a. The executive board shall select an auditing committee, experienced auditor or choose
524 to participate in an external audit exchange prior to the end of the fiscal year. An auditing
525 committee shall consist of no fewer than three (3) members and no one with signature
526 authority shall sit on their own auditing committee. All audit exchanges shall be
527 coordinated with at least one (1) other PTA/PTSA unit.

528
529 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
530 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
531 report shall be submitted in writing to the executive board prior to finalization of the
532 proposed budget for the coming school year.

533
534 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
535 a term select an auditing committee or an experienced auditor within one (1) week of the
536 resignation. The audit shall be performed with fiscal year-end auditing procedures and
537 shall be complete within three (3) weeks of the resignation. This audit shall not be
538 performed in lieu of the year-end audit.

539
540 d. The newly elected treasurer shall not undertake any banking responsibilities of that
541 office with the exception of depository duties, reconciliation of bank statements, change of
542 signatory or other clerical duties not requiring signatory until the audit is presented to the
543 executive board.

544
545 e. All audit reports shall be presented to the general membership for adoption. The fiscal
546 year-end audit report shall be presented to the membership for adoption at the first general
547 membership meeting held after the completion of the report. A copy of the fiscal year-end

548 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
549 adoption of the audit by the general membership.

550
551 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
552 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
553 filing.

554
555 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
556 qualifications or fulfill the duties of the position, that person may be removed from the board by
557 a majority vote of the executive board.

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

564
565 **#Section 7:** The executive board shall reserve the right to vote on business via electronic vote.
566 Only the president shall have the authority to call for an electronic vote and to establish the
567 guidelines for that vote. The established quorum of the executive board shall prevail. Voting
568 results must be recorded in the minutes and ratified at the next executive board meeting.

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

575
576 **Article 10: Committees**

577
578 **#Section 1.** Chairmen and members of all standing and special committees shall be members of
579 this local PTA/PTSA.

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

588
589 **Section 3.** The executive board may create, change or eliminate such special committees as it
590 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen
591 and committee members shall be appointed by the executive committee. In the absence of an
592 executive committee then the executive board shall make the appointments. The term of each

593 special committee chairman is ended upon completion of the task assigned to the committee. No
594 special committee chairman shall be eligible to serve in the same capacity for more than two (2)
595 consecutive tasks.

596
597 **Section 4.** The chairman of each standing and special committee shall present a plan of work to
598 the executive board for approval. No committee work shall be undertaken without the consent of
599 the executive board.

600
601 **#Section 5.** The committee shall reserve the right to vote on business via electronic vote. Only
602 the committee chair shall have the authority to call for an electronic vote and to establish the
603 guidelines for that vote. The established quorum of the committee shall prevail. Voting results
604 must be recorded in the minutes and ratified at the next committee meeting.

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

611
612 **Section 7.** The quorum of any committee shall be a majority of its members.

613
614 **Section 8.** The president shall serve as ex-officio member of all committees of this local
615 PTA/PTSA except the nominating committee.

616
617 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,
618 books and other materials pertaining to the committee at the end of the term served or when
619 departing office.

620
621 **Article 11: General Membership Meetings**

622
623 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least seven (7) times during
624 the school year, seven (7) days' notice having been given.

625
626 **Section 2.** The general membership election meeting shall be held in May.

627
628 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
629 majority of the executive board, five (5) days' notice having been given.

630
631 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
632 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
633 verified members of this local PTA/PTSA.

634
635 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
636 meeting of this local PTA/PTSA.

637

638 **#Article 12: District Membership**

639
640 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
641 This local PTA/PTSA is in the Hunt District of Virginia PTA.
642

643 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
644 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
645 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
646 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.
647

648 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
649 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
650 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
651 delegate for each fifty (50) memberships or major fraction thereof.
652

653 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
654 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
655 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
656 instructed, they shall use their own discretion.
657

658 **#Article 13: Fiscal Year**

659
660 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.
661

662 **#Article 14: Parliamentary Authority**

663
664 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern
665 National PTA and its constituent associations in all cases in which they are applicable and in which
666 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
667 PTA, or the articles of incorporation.
668

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

670
671 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia
672 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on
673 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)
674 years from the Virginia PTA Bylaws Committee date of approval.
675

676 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:
677

678 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for
679 existing bylaws or to submit an amendment to current bylaws.
680

681 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA
682 provided notice and a copy of the proposed bylaws revision or amendments are provided to

683 the membership at least thirty (30) days prior to the meeting at which the revision or the
684 amendments are to be voted upon. A quorum shall be established at the meeting in which
685 voting takes place. The revision or amendments are subject to approval by the Virginia
686 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed
687 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
688 voting.

689
690 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
691 accordance with the bylaws of Virginia PTA.

692
693 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
694 sections that are identified by the pound symbol (#).

695
696 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
697 identified by the pound symbol (#) shall serve to automatically and without requirement of
698 further action by the local PTA/PTSA to amend correspondingly its bylaws.

699
700 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
701 serve automatically and without the requirement of further action by this local PTA/PTSA to
702 amend correspondingly the bylaws of this local PTA/PTSA.

703
704 **#Required by Virginia PTA in all district, council, and local unit bylaws.**