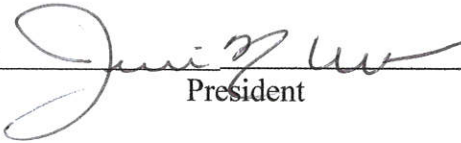



**VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Hunt Valley Elementary School of Springfield, VA were approved by the membership at its meeting on : 1/14/2016

Signed:  Julie Whitehouse  
President Print/Type Name  
703-913-8800 daytime phone number  
703-913-8800 evening phone number  
e-mail: president@huntvalleypta.org

Signed:  Kelly Van Buskirk  
Secretary Print/Type Name

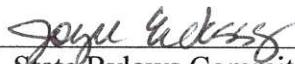
Signed:  Jodie Langford  
Bylaws Committee Chairman Print/Type Name

\*\*\*\*\*

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

Approved on \_\_\_\_\_ Board of Managers by the Virginia PTA Bylaws Committee:



  
State Bylaws Committee  
April 1, 2016  
Date

**Note:** Bylaws of this local unit must be submitted for review to the Virginia PTA by January 14, 2021 to remain a 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.

## HUNT VALLEY ELEMENTARY SCHOOL PTA BYLAWS INDEX

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### **PTA Mission**

The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

### **PTA Value**

**Collaboration:** We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.

**Commitment:** We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.

**Accountability:** We acknowledge our obligations. We deliver on our promises.

**Respect:** We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.

**Inclusivity:** We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.

**Integrity:** We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

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**HUNT VALLEY ELEMENTARY SCHOOL  
PARENT TEACHER ASSOCIATION  
LOCAL UNIT BYLAWS**

**#Article 1: Name and Area**

The name of this association is the Hunt Valley Elementary School Parent Teacher Association located in Springfield, 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.** The purposes of Hunt Valley Elementary School PTA, in common with those of Virginia PTA and National PTA are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standard of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**Section 2.** The purposes of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article 3.

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

**#Article 3: Basic Policies**

The following are basic policies of the Hunt Valley Elementary School PTA in common with those of Virginia PTA and National PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.

47 b. The association shall work with the schools and community to provide quality education  
48 for all children and youth, and shall seek to participate in the decision-making process  
49 establishing school policy, recognizing that the legal responsibility to make decisions has  
50 been delegated by the people to the boards of education, state education authorities, and  
51 local education authorities.

52  
53 c. The association shall work to promote the health and welfare of children and youth, and  
54 shall seek to promote collaboration among parents, schools, and the community at large.  
55

56 d. No part of the net earnings of the association shall inure to the benefit of, or be  
57 distributable to, its members, directors, trustees, officers, or other private persons except  
58 that the association shall be authorized and empowered to pay reasonable compensation for  
59 services rendered, and to make payments and distributions in furtherance of the purposes  
60 set forth in Article 2 hereof.  
61

62 e. Notwithstanding any other provisions of these articles, the association shall not carry on  
63 any other activities not permitted to be carried on (i) by an association exempt from federal  
64 income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an association,  
65 contributions to which are deductible under Section 170(c)(2) of the Internal Revenue  
66 Code.  
67

68 f. Upon dissolution of this association, after paying or adequately providing for the debts  
69 and obligations of the association, the remaining assets shall be distributed to one or more  
70 nonprofit funds, foundations, or associations that have established their tax-exempt status  
71 under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in  
72 accordance with those of National PTA.  
73

74 g. The association or members in their official capacities shall not, directly or indirectly,  
75 participate or intervene (in any way, including publishing or distributing of statements) in  
76 any political campaign on behalf of, or in opposition to, any candidate for public office, or  
77 devote more than an insubstantial part of its activities to attempting to influence legislation  
78 by propaganda or otherwise.  
79

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

81  
82 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such  
83 association and (b) the certificate of incorporation or articles of incorporation of such association  
84 (in cases which the association is a corporation) or the articles of organization by whatever name  
85 (in cases in which the association exists as an unincorporated association).  
86

87 **Section 2.** Local PTA/PTSA shall be organized and chartered under the authority of Virginia  
88 PTA in the area in which the local PTA/PTSA functions in conformity with such rules and  
89 regulations, not in conflict with the bylaws of Virginia PTA or National PTA.  
90

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

- 94
- 95 a. Adhere to purposes and basic policies of the PTA.
- 96
- 97 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,  
98 and one (1) treasurer.
- 99
- 100 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for  
101 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of  
102 Managers.
- 103
- 104 d. Submit local unit officers contact information form and verification of local unit's  
105 employer identification number (EIN) to the Virginia PTA state office immediately upon  
106 election of officers annually.
- 107
- 108 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within  
109 fifteen (15) days following the adoption of the audit report by the general membership.
- 110
- 111 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office  
112 within fifteen (15) days of filing.
- 113
- 114 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates  
115 designated in these bylaws.
- 116
- 117 h. Meet other criteria as may be prescribed by Virginia PTA.
- 118

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

123

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

127

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

130

131 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local  
132 PTA/PTSA.

133

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

136

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

145  
146 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of  
147 National PTA.

148  
149 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be  
150 elected by the general membership.

151  
152 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent  
153 association's board at the local, council, district, state, or national level while serving as a paid  
154 employee of, or under contract to, that constituent association.

155  
156 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the  
157 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The  
158 local unit's name must be used and not that of Virginia PTA.

159  
160 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with  
161 the ending date the last day of a calendar month.

162  
163 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such  
164 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the  
165 circumstances provided in the bylaws of Virginia PTA.

166  
167 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

- 168  
169 a. Yield and surrender all of its books and records and all of its assets and property to  
170 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local  
171 PTA/PTSA organized under the authority of Virginia PTA.  
172  
173 b. Cease and desist from the further use of any name that implies or connotes association  
174 with Virginia PTA, National PTA or status as a constituent association of National PTA.  
175  
176 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings  
177 necessary for the purpose of dissolving such local PTA/PTSA.

178  
179 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in  
180 the following manner:  
181

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

186  
187 1. Only those funds approved by the general membership in the current budget year  
188 may be spent.

189  
190 2. Written notice of the adoption of such resolution accompanied by a copy of the  
191 notice of the special meeting for the members shall be given to the president of  
192 Virginia PTA at least thirty (30) days before the date fixed for such special meeting  
193 of the members.

194  
195 3. A complete membership list including contact information shall be provided to  
196 the Virginia PTA state office at least thirty (30) days before the date fixed for such  
197 special meeting of the members.

198  
199 b. Written notice stating the purpose of such meeting to consider dissolving the local  
200 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such  
201 meeting. Such meeting shall be held only during the academic school year.

202  
203 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA  
204 to consider the resolution to dissolve. The dissolution quorum includes the required  
205 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of  
206 the executive board members.

207  
208 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated  
209 representative, shall be permitted to attend the meeting and shall be allowed to speak for a  
210 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and  
211 answer session.

212  
213 e. Voting shall be by ballot.

214  
215 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of  
216 the resolution and who continue to be members on the date of the special meeting shall be  
217 entitled to vote on dissolution.

218  
219 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for  
220 the obligations of the association, the remaining assets shall be distributed to one (1) or  
221 more non-profit funds, foundations, or organizations which have established their tax-  
222 exempt status under Section 501(c)(3) of the Internal Revenue Code.

223  
224 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia  
225 PTA in accordance with state bylaws.  
226

227 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
228 approved by a two-thirds (2/3) vote of members present and voting after having been given at least  
229 thirty (30) days written notice. The amount of such annual dues shall include the portions payable  
230 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.  
231

232 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates  
233 designated in these bylaws and to council (if a member of council).  
234

### 235 #Article 5: Membership and Dues 236

237 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of  
238 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to  
239 all the benefits of such membership.  
240

241 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone  
242 who believes in and supports the mission and purposes of National PTA.  
243

244 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit  
245 persons to membership at any time.  
246

247 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,  
248 shall offer membership to students.  
249

250 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-  
251 inclusive dues as required in each local PTA/PTAs' bylaws.  
252

253 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this  
254 local PTA/PTSA or to serve in any of its elected or appointed positions.  
255

256 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by  
257 this association. The amount of such dues shall include the portion payable to Virginia PTA (the  
258 "state portion") and the portion payable to National PTA (the "national portion").  
259

260 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
261 approved by two-thirds (2/3) vote of members present and voting after having been given at least  
262 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the  
263 local unit, Virginia PTA and National PTA.  
264

265 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be  
266 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one  
267 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall  
268 be two dollars and twenty-five cents (\$2.25) per annum.  
269

270 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this  
271 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through  
272 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to



273 National PTA the amount of the national portion of dues paid by all members of local PTAs in its  
274 area.

275

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

278

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

280

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

284

285 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on  
286 or before December 1. Additional membership dues received after December 1 shall be  
287 remitted to Virginia PTA on or before March 1. Membership dues received after March 1  
288 shall be remitted to Virginia PTA on or before June 30.

289

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

292

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

298

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

303

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

307

308

## Article 6: Officers and Their Election

309

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

311

312 #a. One (1) president.

313

314 b. One (1) vice president.

315

316 #c. A secretary.

317

318 #d. One (1) treasurer.

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

323

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

325

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

327

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

332

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

337

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

340

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

342

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

345

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

351

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

355

356 **Section 5.** Officers shall serve for a term of one (1) year or until their successors are elected. No  
357 officer shall serve more than two (2) consecutive terms in the same office. Officers who have  
358 served in an office for more than one-half (1/2) of a full term shall be deemed to have served a  
359 full term in such office.

360

361 **#Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person  
362 elected by a majority vote of the executive board, except in the case of the president, then the  
363 first vice president shall automatically become president. Notice of the election to fill the  
364 vacancy in the office shall be given as prescribed in these bylaws.

365 **Article 7: Duties of Officers**

366  
367 **Section 1.** The president shall:

- 368  
369 a. Preside at all meetings of this local PTA/PTSA.  
370  
371 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order  
372 that the purposes may be promoted.  
373  
374 #c. Submit this local PTA/PTSA officers' contact information form and verification of  
375 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state  
376 office immediately upon election of officers annually.  
377  
378 d. Perform such other duties as may be prescribed in these bylaws.  
379  
380 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the  
381 nominating committee.  
382

383 **Section 2.** The vice president shall:

- 384  
385 a. Act as aide to the president.  
386  
387 b. Perform the duties of the president in the absence or inability of the officer to act.  
388  
389 c. Perform other delegated duties as assigned.  
390

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

- 392  
393 a. Record the minutes of all meetings of the local PTA/PTSA.  
394  
395 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.  
396  
397 c. Maintain a membership list as required by Virginia PTA.  
398  
399 d. Perform other delegated duties as assigned.  
400

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

- 402  
403 a. Have custody of all funds and finances of the local PTA/PTSA.  
404  
405 b. Keep a full and accurate account of receipts and expenditures as described in these  
406 bylaws.  
407  
408 c. Make disbursements as authorized by the president, executive board, or general  
409 membership in accordance with the budget adopted by the general membership.  
410

411 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the  
412 president.

413  
414 e. Present a written financial statement at every meeting of the local PTA/PTSA and at  
415 other times when requested by the executive board.

416  
417 f. Prepare an annual financial report at the close of the fiscal year.

418  
419 g. Have the accounts examined according to the auditing procedures outlined in these  
420 bylaws.

421  
422 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office  
423 within fifteen (15) days following the adoption of the audit by the membership.

424  
425 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be  
426 sent to the Virginia PTA state office within fifteen (15) days of filing.

427  
428 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA  
429 dues for membership received prior to December 1. Remit by March 1, dues received  
430 after December 1 and remit by June 30, all Virginia PTA and National PTA dues  
431 received after March 1.

432  
433 k. Perform other delegated duties as assigned.

434  
435 **Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of  
436 the term of office or in case of resignation, each officer shall turn over to the president, without  
437 delay, all records, books, and other material pertaining to the office.

#### 438 **Article 8: Executive Committee**

439  
440  
441 **Section 1.** The executive committee shall consist of the elected officers of the association and  
442 the principal of the school.

443  
444 **Section 2.** The executive committee shall:

445  
446 a. Develop goals for the local PTA/PTSA for presentation to the executive board and  
447 general membership for approval.

448  
449 b. Appoint standing and special committee chairmen and members of the standing and  
450 special committees, except the nominating committee.

451  
452 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the  
453 purpose of appointing standing committee chairmen. Special committee chairmen shall be  
454 appointed as necessary. Members of the standing and special committees shall be appointed as  
455 soon as possible after the appointment of the committee chairmen.

457 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a  
458 majority of the executive committee, five (5) days' notice having been given. A quorum of the  
459 executive committee shall be a majority of the members of the committee then in office.  
460

#### 461 **Article 9: Executive Board**

462  
463 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and  
464 the chairmen of the standing committees. The principal of the school or his/her designee and a  
465 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also  
466 may serve on the executive board. The chairmen of the standing committees shall be appointed by  
467 the officers of the association not more than thirty (30) days following the election of officers.  
468

469 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent  
470 association's board at the local, council, district, region, state, or national level while serving as a  
471 paid employee of, or under contract to, that constituent association.  
472

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

474  
475 a. Transact necessary business in the intervals between general membership meetings and  
476 such other business as may be referred to it by this local PTA/PTSA and present a report to  
477 the general membership at the general membership meetings.  
478

479 b. Create standing and special committees.  
480

481 c. Approve the plans of work of the standing and special committees.  
482

483 #d. Select an auditing committee or experienced auditor.  
484

485 #e. Approve the proposed budget to be presented to the general membership for adoption.  
486

487 #f. Obtain general membership approval for any changes to the adopted budget over three  
488 hundred dollars (\$300.00)  
489

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

491  
492 a. An auditing committee or an experienced auditor shall be selected by the executive board  
493 prior to the end of the fiscal year. An auditing committee shall consist of no fewer than  
494 three (3) members and no one with signature authority shall sit on the auditing committee.  
495

496 b. The local PTA/PTSA treasurer shall submit the books to the auditing committee or the  
497 experienced auditor at the end of the fiscal year. The audit report shall be submitted in  
498 writing to the executive board prior to finalization of the proposed budget for the coming  
499 school year.  
500

501 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during  
502 a term select an auditing committee or an experienced auditor within one (1) week of the

503 resignation. The audit shall be performed with fiscal year-end auditing procedures and  
504 shall be complete within three (3) weeks of the resignation. This audit shall not be  
505 performed in lieu of the year-end audit.  
506

507 d. The newly elected treasurer shall not undertake any banking responsibilities of that  
508 office with the exception of depository duties, reconciliation of bank statements, change of  
509 signatory or other clerical duties not requiring signatory until the audit is presented to the  
510 executive board.  
511

512 e. All audit reports shall be presented to the general membership for adoption. The fiscal  
513 year-end audit report shall be presented to the membership for adoption at the first general  
514 membership meeting held after the completion of the report. A copy of the fiscal year-end  
515 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the  
516 adoption of the audit by the general membership.  
517

518 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.  
519 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of  
520 filing.  
521

522 **Section 5.** If any member of the executive board shall at any time, cease to meet the qualification  
523 or fulfill the duties of the position, that person may be removed from the board by a majority vote  
524 of the executive board.  
525

526 **Section 6.** The executive board shall hold at least two (2) meetings during the year. The time and  
527 place of meetings shall be set at the first meeting of the executive board after their election.  
528 Special meetings of the executive board may be called by the president or by a majority of the  
529 members of the executive board, five (5) days' notice being given. A quorum of the executive  
530 board members shall be a majority of the members of the executive board then in office.  
531

532 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.  
533 Only the president shall have the authority to call for an electronic vote and to establish the  
534 guidelines for that vote. The established quorum of the executive board shall prevail. Results  
535 must be recorded in the minutes and ratified at the next executive board meeting.  
536

## 537 **Article 10: Committees**

538

539 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or  
540 appointed positions.  
541

542 **#Section 2.** Chairmen and members of all standing and special committees shall be members of  
543 this local PTA/PTSA.  
544

545 **Section 3.** The executive board may create such standing committees as it may deem necessary  
546 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee  
547 chairmen and committee members shall be appointed by the executive committee, except for the  
548 nominating committee. In the absence of an executive committee then the executive board shall

549 make the appointments. The term of each chairman shall be one (1) year or until the selection of  
550 a successor. No chairman shall be eligible to serve in the same capacity for more than two (2)  
551 consecutive terms.

552  
553 **Section 4.** The executive board may create such special committees as it may deem necessary or  
554 as may be directed by the local PTA/PTSA. Special committee chairmen and committee members  
555 shall be appointed by the executive committee. In the absence of an executive committee then the  
556 executive board shall make the appointments. The term of each special committee chairman is  
557 ended upon completion of the task assigned to the committee.

558  
559 **Section 5.** The chairman of each standing and special committee shall present a plan of work to  
560 the executive board for approval. No committee work shall be undertaken without the consent of  
561 the executive board.

562  
563 **Section 6.** The quorum of any committee shall be a majority of its members.

564  
565 **Section 7.** The president shall serve as ex-officio member of all committees of this local  
566 PTA/PTSA except the nominating committee.

567  
568 **Section 8.** Committee chairmen shall turn over to the president, without delay, all records, books,  
569 and other materials pertaining to the committee at the end of the term served or when departing  
570 office.

#### 571 **Article 11: General Membership Meetings**

572  
573  
574 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least eight (8) times during  
575 the school year, ten (10) days' notice having been given.

576  
577 **Section 2.** The general membership election meeting shall be held in May.

578  
579 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a  
580 majority of the executive board, seven (7) days' notice having been given.

581  
582 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-  
583 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the  
584 verified members of this local PTA/PTSA.

585  
586 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any  
587 meeting of this local PTA/PTSA.

#### 588 **Article 12: Council Membership**

589  
590  
591 **Section 1.** Selection of delegates:  
592

593 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County  
594 Council Parent Teacher Association by the president or alternate, the principal or  
595 alternate, and by one (1) delegate or alternate.  
596

597 b. Delegates and alternates shall be appointed in September.  
598

599 c. Delegates to the Fairfax County Council PTA shall serve for a term of  
600 one (1) year or until the selection of a successor.  
601

602 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the  
603 Fairfax County Council PTA.  
604

605 **Section 3.** Responsibilities of delegates:  
606

607 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present  
608 to council such matters as may be referred to it by the local PTA/PTSA.  
609

610 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
611 instructed, they shall use their own discretion, except as provided by council bylaws.  
612

### 613 **#Article 13: District Membership** 614

615 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.  
616 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.  
617

618 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate  
619 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast  
620 by local unit members in their respective districts for the Virginia PTA Proposed Legislation  
621 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.  
622

623 **Section 3.** Local units in good standing are entitled to be represented at the Annual District  
624 Meeting and the District Legislation Workshop by the president or alternate and three (3) other  
625 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional  
626 delegate for each fifty (50) memberships or major fraction thereof.  
627

628 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their  
629 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local  
630 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
631 instructed, they shall use their own discretion.  
632

### 633 **#Article 14: Fiscal Year** 634

635 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.  
636  
637  
638



639 **#Article 15: Parliamentary Authority**  
640

641 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern  
642 National PTA and its constituent associations in all cases in which they are applicable and in which  
643 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National  
644 PTA, or the articles of incorporation.  
645

646 **#Article 16: Local Unit Bylaws Revisions and Amendments**  
647

648 **Section 1.** The bylaws of this local PTA/PTSA shall be revised and submitted to the Virginia PTA  
649 state office every five (5) years for approval by the Virginia PTA Bylaws Committee on behalf of  
650 the Virginia PTA Board of Managers.  
651

652 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:  
653

654 a. A committee shall be appointed to submit a revised set of bylaws as a substitute for  
655 existing bylaws or to submit an amendment to current bylaws.  
656

657 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA  
658 provided notice and a copy of the proposed bylaws revision or amendments are provided to  
659 the membership at least thirty (30) days prior to the meeting at which the revision or the  
660 amendments are to be voted upon. A quorum shall be established at the meeting in which  
661 voting takes place. The revision or amendments are subject to approval by the Virginia  
662 PTA Bylaws Committee on behalf of the Virginia PTA Board of Managers. The proposed  
663 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and  
664 voting.  
665

666 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in  
667 accordance with the bylaws of Virginia PTA.  
668

669 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and  
670 sections that are identified by the pound symbol (#).  
671

672 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA  
673 identified by the pound symbol (#) shall serve to automatically and without requirement of  
674 further action by the local PTA/PTSA to amend correspondingly its bylaws.  
675

676 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall  
677 serve automatically and without the requirement of further action by this local PTA/PTSA to  
678 amend correspondingly the bylaws of this local PTA/PTSA.  
679

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