

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Buffalo Trail Elementary School Parent Teacher Association of Aldie, VA in Loudoun County were approved by the membership at its meeting on Tuesday, February 19, 2019

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

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

State Bylaws Committee

Date

NOTE: Bylaws of this local unit will take effect on _____ 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.

JANUARY 2018

Buffalo Trail Elementary School Parent Teacher Association 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 **Buffalo Trail Elementary School Parent Teacher Association**
2 **LOCAL UNIT BYLAWS**

3
4 **#Article 1: Name and Area**
5

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

11 **#Article 2: Purposes**
12

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

45 **#Article 3: Principles**

46
47 The following are basic principles of the Buffalo Trail Elementary School Parent Teacher
48 Association in common with those of Virginia PTA and National PTA:

- 49
50 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
51
52 b. The association shall work to engage and empower children, families, and educators
53 within schools and communities to provide quality education for all children and youth,
54 and shall seek to participate in the decision-making process by influencing school policy
55 and advocating for children’s issues, recognizing that the legal responsibility to make
56 decisions has been delegated by the people to boards of education, state education
57 authorities, and local education authorities.
58
59 c. The association shall work to promote the health and welfare of children and youth,
60 and shall seek to promote collaboration among families, schools, and the community at
61 large.
62
63 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
64 expertise shall be guiding principles for service in Virginia PTA.
65

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

201
202 e. Voting shall be by ballot.

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

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

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

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

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

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

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

232
233 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
234 who believes in and supports the mission and purposes of National PTA.

235
236 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
237 persons to membership at any time.

238
239 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,
240 shall offer membership to students.

241
242 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-
243 inclusive dues as required in each local PTA/PTAs' bylaws.

244
245 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
246 local PTA/PTSA or to serve in any of its elected or appointed positions.

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

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

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

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

267
268 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the
269 following October 31.

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

308 #a. One (1) president.
309

310 b. 5 vice president(s).
311 1 Vice President; Communications
312 1 Vice President; Events
313 1 Vice President; Family Engagement
314 1 Vice President; Fundraising
315 1 Vice President; Programs
316
317
318

319 #c. A secretary.

320

321 #d. One (1) treasurer.

322

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

327

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

329

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

331

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

335

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

340

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

343

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

345

346 a. Officers shall be elected at the general membership election meeting in the month of
347 April or May.

348

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

354

355 c. Officers, except the treasurer, shall assume their official duties immediately following
356 the close of the meeting in the month of April or May. The treasurer shall assume his/her
357 official duties upon the completion of the auditing process outlined in these bylaws.

358

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

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

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

371
372 b. In the event of a vacancy in the office of president, and also in the absence of a vice
373 president, the general membership shall elect the next president.

374
375 c. If there is more than one nominee for any office, then the voting shall be by ballot. A
376 majority of the votes cast shall constitute which nominees are elected. However, if there
377 is but one nominee for office, election for that office may be by voice vote. If by ballot
378 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.

379
380 d. When a ten (10) day notice of the election is given, a majority of votes cast shall
381 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
382 be required.

383 .

384 **Article 7: Duties of Officers**

385
386 **Section 1.** The president shall:

- 387
388 a. Preside at all meetings of this local PTA/PTSA.
389
390 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
391 that the purposes may be promoted.
392
393 #c. Submit this local PTA/PTSA officers' contact information form and verification of
394 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
395 office immediately upon election of officers annually.
396
397 d. Perform such other duties as may be prescribed in these bylaws.
398
399 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
400 nominating committee.
401
402 d. Act as liaison between PTA Executive Committee and/or Board and school
403 administration
404

405
406 **Section 2.** The vice president(s) shall:

- 407
408 a. Act as aide(s) to the president.
409

410 b. In their designated order, perform the duties of the president in the absence or inability
411 of the officer to act.

412 1 Vice President; Family Engagement

413 2 Vice President; Fundraising

414 3 Vice President; Communications

415 4 Vice President; Events

416 5 Vice President; Programs

417
418 c. Perform other delegated duties as assigned.

419
420 **#Section 3.** The secretary shall:

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

422
423 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.

424
425 c. Maintain a membership list as required by Virginia PTA.

426
427 d. Perform other delegated duties as assigned.

428
429
430 **#Section 4.** The treasurer shall:

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

432
433 b. Keep a full and accurate account of receipts and expenditures as described in these
434 bylaws.

435
436 c. Make disbursements as authorized by the president, executive board, or general
437 membership in accordance with the budget adopted by the general membership.

438
439 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
440 president.

441
442 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
443 other times when requested by the executive board.

444
445 f. Prepare an annual financial report at the close of the fiscal year.

446
447 g. Have the accounts examined according to the auditing procedures outlined in these
448 bylaws.

449
450 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
451 within fifteen (15) days following the adoption of the audit by the membership.

452
453 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
454 sent to the Virginia PTA state office within fifteen (15) days of filing.
455

456
457 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
458 PTA dues for membership received prior to November 1. Remit by December 1, dues
459 received after November 1. Remit by March 1, dues received after December 1. Remit by
460 June 30, all Virginia PTA and National PTA dues received after March 1.

461
462 k. Perform other delegated duties as assigned.

463
464 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
465 the term of office or in case of resignation, each officer shall turn over to the president, without
466 delay, all records, books, and other materials pertaining to the office.

467 **Article 8: Executive Committee**

468
469 **Section 1.** The executive committee shall consist of the elected officers of the association and
470 the principal of the school.

471
472 **Section 2.** The executive committee shall:

473
474 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
475 general membership for approval.

476
477 b. Appoint standing and special committee chairmen and members of the standing and
478 special committees, except the nominating committee.

479
480 **Section 3.** The executive committee shall meet within ninety (90) days after their election for
481 the purpose of appointing standing committee chairmen. Special committee chairmen shall be
482 appointed as necessary. Members of the standing and special committees shall be appointed as
483 soon as possible after the appointment of the committee chairmen.

484
485 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
486 majority of the executive committee, 5 days' notice having been given. A quorum of the
487 executive committee shall be a majority of the members of the committee then in office.

488
489 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
490 vote. Only the president shall have the authority to call for an electronic vote and to establish the
491 guidelines for that vote. The established quorum of the executive committee shall prevail. Voting
492 results must be recorded in the minutes and ratified at the next executive committee meeting.

493
494 **#Section 6.** The executive committee may hold meetings by telephone conference or through
495 other electronic communications media so long as all the members can simultaneously hear each
496 other and participate during the meeting. Some or all of the members may participate
497 electronically at a meeting held at a central location so long as all the members can
498 simultaneously hear each other and participate during the meeting.

501 **Section 7.** The principal or designee, may abstain from Executive Committee voting unless a tie
502 must be broken then the principal or designee must become the tie breaking vote.

503
504 **Section 8.** The executive committee shall hold at least 8 meetings during the year. The date of
505 meetings shall be set at the first meeting of the executive board after their election. Special
506 meetings of the executive board may be called by the president or by a majority of the members
507 of the executive committee with 5 days' notice being given. A quorum of the executive
508 committee members shall be a majority of the members of the executive committee then in
509 office.

510
511 **Section 9.** If any member of the executive committee shall at any time, cease to meet the
512 qualification or fulfill the duties of the position, that person may be removed from the board by a
513 majority vote of the executive committee.

514
515 **Section 10.** Each member of the Executive Committee and/or Board must be an active PTA
516 member within 30 days of the 1st day of school

517
518
519
520 **Article 9: Executive Board**

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

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

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

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

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

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

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

544
545 #e. Approve the proposed budget to be presented to the general membership for adoption.
546

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

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

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

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

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

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

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

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

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

587
588 **Section 6.** The executive board shall hold at least 8 meetings during the year. The time and place
589 of meetings shall be set at the first meeting of the executive board after their election. Special
590 meetings of the executive board may be called by the president or by a majority of the members

591 of the executive board, 5 days' notice being given. A quorum of the executive board members
592 shall be a majority of the members of the executive board then in office.

593
594 **#Section 7:** The executive board shall reserve the right to vote on business via electronic vote.
595 Only the president shall have the authority to call for an electronic vote and to establish the
596 guidelines for that vote. The established quorum of the executive board shall prevail. Voting
597 results must be recorded in the minutes and ratified at the next executive board meeting.

598
599 **#Section 8.** The executive board may hold meetings by telephone conference or through other
600 electronic communications media so long as all the members can simultaneously hear each other
601 and participate during the meeting. Some or all of the members may participate electronically at
602 a meeting held at a central location so long as all the members can simultaneously hear each
603 other and participate during the meeting.

604

605 **Article 10: Committees**

606

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

609

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

617

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

625

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

629

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

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636

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

642

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

644

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

647

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

651

652 **Section 10.** If any Committee chairmen shall at any time, cease to meet the qualification or fulfill
653 the duties of the position, that person may be removed from the board by a majority vote of the
654 executive committee.

655

656

657 **Article 11: General Membership Meetings**

658

659 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least 8 times during the
660 school year, 14 days' notice having been given.

661

662 **Section 2.** The general membership election meeting shall be held in April or May.

663

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

666

667 **Section 4.** Voting on routine matters may be by voice vote; with two (2) exceptions, motions
668 requiring a two-thirds (2/3) affirmative vote (e.g. votes on bylaws) as well as any financial vote
669 (budget or grant approval) shall be done by a written vote (financial) or by a rising vote or show of
670 hands by the verified members of this local PTA/PTSA.

671

672

673 **Section 5.** At least 10 members, shall constitute a quorum for the transaction of business in any
674 meeting of this local PTA/PTSA.

675

676 **Article 12: Council Membership**

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678 **Section 1.** This article will not be included in the bylaws as it does not apply to our school. We
679 have district membership.

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#Article 13: District Membership

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

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

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

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

#Article 14: Fiscal Year

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

#Article 15: Parliamentary Authority

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

#Article 16: Local Unit Bylaws Revisions and Amendments

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

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

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

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

735
736 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
737 accordance with the bylaws of Virginia PTA.

738
739 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
740 sections that are identified by the pound symbol (#).

741
742 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
743 identified by the pound symbol (#) shall serve to automatically and without requirement of
744 further action by the local PTA/PTSA to amend correspondingly its bylaws.

745
746 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
747 serve automatically and without the requirement of further action by this local PTA/PTSA to
748 amend correspondingly the bylaws of this local PTA/PTSA.

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