

## STERLING MIDDLE SCHOOL PTSA 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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**STERLING MIDDLE SCHOOL  
PARENT-TEACHER-STUDENT ASSOCIATION  
LOCAL UNIT BYLAWS**

**#Article 1: Name and Area**

The name of this association is the STERLING MIDDLE SCHOOL Parent-Teacher-Student Association located in LOUDOUN COUNTY, Virginia. It is a local PTSA organized under the authority of the Virginia Congress of Parents and Teachers (referred to as "Virginia PTA"), a branch of the National Congress of Parents and Teachers (referred to as "National PTA").

**#Article 2: Purposes**

**Section 1.** The purposes of STERLING MIDDLE SCHOOL PTSA 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 STERLING MIDDLE SCHOOL PTSA in common with those of Virginia PTA and National PTA:

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

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

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

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

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

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

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

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

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

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

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

95  
96 a. Adhere to purposes and basic policies of the PTA.

97  
98 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,  
99 and one (1) treasurer.

100  
101 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for  
102 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of  
103 Managers.

104  
105 d. Submit local unit officers contact information form and verification of local unit's  
106 employer identification number (EIN) to the Virginia PTA state office immediately upon  
107 election of officers annually.

108  
109 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within  
110 fifteen (15) days following the adoption of the audit report by the general membership.

111  
112 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office  
113 within fifteen (15) days of filing.

114  
115 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates  
116 designated in these bylaws.

117  
118 h. Meet other criteria as may be prescribed by Virginia PTA.

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

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

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

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

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

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

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

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

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

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

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

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

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

169  
170 a. Yield and surrender all of its books and records and all of its assets and property to  
171 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local  
172 PTA/PTSA organized under the authority of Virginia PTA.

173  
174 b. Cease and desist from the further use of any name that implies or connotes association  
175 with Virginia PTA, National PTA or status as a constituent association of National PTA.

176  
177 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings  
178 necessary for the purpose of dissolving such local PTA/PTSA.

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

182

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

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

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

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

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

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

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

213  
214 e. Voting shall be by ballot.

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

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

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

228 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
229 approved by a two-thirds (2/3) vote of members present and voting after having been given at least  
230 thirty (30) days written notice. The amount of such annual dues shall include the portions payable  
231 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.  
232

233 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates  
234 designated in these bylaws and to council (if a member of council).  
235

## 236 #Article 5: Membership and Dues

237  
238 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of  
239 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to  
240 all the benefits of such membership.  
241

242 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone  
243 who believes in and supports the mission and purposes of National PTA.  
244

245 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit  
246 persons to membership at any time.  
247

248 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,  
249 shall offer membership to students.  
250

251 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-  
252 inclusive dues as required in each local PTA/PTAs' bylaws.  
253

254 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this  
255 local PTA/PTSA or to serve in any of its elected or appointed positions.  
256

257 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by  
258 this association. The amount of such dues shall include the portion payable to Virginia PTA (the  
259 "state portion") and the portion payable to National PTA (the "national portion").  
260

261 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
262 approved by two-thirds (2/3) vote of members present and voting after having been given at least  
263 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the  
264 local unit, Virginia PTA and National PTA.  
265

266 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be  
267 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one  
268 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall  
269 be two dollars and twenty-five cents (\$2.25) per annum.  
270

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

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

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

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

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

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

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

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

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

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

308  
309 **Article 6: Officers and Their Election**

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

312  
313 #a. One (1) president.

314  
315 b. One (1) vice president.

316  
317 #c. A secretary.

318  
319 #d. One (1) treasurer.



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

325  
326 **#Section 3.** Nominating committee:

- 327  
328 a. Each member of the nominating committee must be a member of this local PTA/PTSA.  
329  
330 b. The nominating committee shall consist of THREE (3) members who shall be elected by  
331 the members of this local PTA/PTSA at their regular general membership meeting at least  
332 two (2) months prior to the election of officers. The committee shall elect its own  
333 chairman.  
334  
335 c. The nominating committee shall nominate an eligible person for each office to be filled  
336 and report its nominees to the members at a regular general membership meeting at least  
337 thirty (30) days prior to the general membership election meeting. At the general  
338 membership election meeting, additional nominations may be made from the floor.  
339  
340 d. Only those persons who have signified their consent to serve, if elected, shall be  
341 nominated for or elected to such office.

342  
343 **#Section 4.** Officers shall be elected by the following method:

- 344  
345 a. Officers shall be elected at the general membership election meeting in the month of  
346 MAY.  
347  
348 b. If there is more than one nominee for office, then the voting shall be by ballot. A  
349 majority of the votes cast shall constitute which nominees are elected. However, if there  
350 is but one nominee for office, election for that office may be by voice vote. If by ballot  
351 vote, the secretary shall be responsible for destroying all ballots at the end of the general  
352 membership election meeting.  
353  
354 c. Officers, except the treasurer, shall assume their official duties immediately following  
355 the close of the meeting in the month of MAY. The treasurer shall assume his/her  
356 official duties upon the completion of the auditing process outlined in these bylaws.

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

362  
363 **#Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person  
364 elected by a majority vote of the executive board, except in the case of the president, then the

365 first vice president shall automatically become president. Notice of the election to fill the  
366 vacancy in the office shall be given as prescribed in these bylaws.

## 367 **Article 7: Duties of Officers**

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

- 371 a. Preside at all meetings of this local PTA/PTSA.
- 372
- 373 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
- 374 that the purposes may be promoted.
- 375
- 376 #c. Submit this local PTA/PTSA officers' contact information form and verification of
- 377 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
- 378 office immediately upon election of officers annually.
- 379
- 380 d. Perform such other duties as may be prescribed in these bylaws.
- 381
- 382 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
- 383 nominating committee.
- 384
- 385

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

- 387
- 388 a. Act as aide(s) to the president.
- 389
- 390 b. In their designated order, perform the duties of the president in the absence or inability
- 391 of the officer to act.
- 392
- 393 c. Perform other delegated duties as assigned.
- 394

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

- 396
- 397 a. Record the minutes of all meetings of the local PTA/PTSA.
- 398
- 399 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
- 400
- 401 c. Maintain a membership list as required by Virginia PTA.
- 402
- 403 d. Perform other delegated duties as assigned.
- 404

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

- 406
- 407 a. Have custody of all funds and finances of the local PTA/PTSA.
- 408
- 409 b. Keep a full and accurate account of receipts and expenditures as described in these
- 410 bylaws.

- 411  
412 c. Make disbursements as authorized by the president, executive board, or general  
413 membership in accordance with the budget adopted by the general membership.  
414  
415 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the  
416 president.  
417  
418 e. Present a written financial statement at every meeting of the local PTA/PTSA and at  
419 other times when requested by the executive board.  
420  
421 f. Prepare an annual financial report at the close of the fiscal year.  
422  
423 g. Have the accounts examined according to the auditing procedures outlined in these  
424 bylaws.  
425  
426 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office  
427 within fifteen (15) days following the adoption of the audit by the membership.  
428  
429 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be  
430 sent to the Virginia PTA state office within fifteen (15) days of filing.  
431  
432 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA  
433 dues for membership received prior to December 1. Remit by March 1, dues received  
434 after December 1 and remit by June 30, all Virginia PTA and National PTA dues  
435 received after March 1.  
436  
437 k. Perform other delegated duties as assigned.  
438

439 **Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of  
440 the term of office or in case of resignation, each officer shall turn over to the president, without  
441 delay, all records, books, and other material pertaining to the office.  
442

### 443 **Article 8: Executive Committee**

444  
445 **Section 1.** The executive committee shall consist of the elected officers of the association and  
446 the principal of the school.  
447

448 **Section 2.** The executive committee shall:  
449

- 450 a. Develop goals for the local PTA/PTSA for presentation to the executive board and  
451 general membership for approval.  
452  
453 b. Appoint standing and special committee chairmen and members of the standing and  
454 special committees, except the nominating committee.  
455

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

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

464  
465 **Article 9: Executive Board**

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

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

476  
477 **Section 3.** The executive board shall:

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

482  
483 b. Create standing and special committees.

484  
485 c. Approve the plans of work of the standing and special committees.

486  
487 #d. Select an auditing committee or experienced auditor.

488  
489 #e. Approve the proposed budget to be presented to the general membership for adoption.

490  
491 #f. Obtain general membership approval for any changes to the adopted budget over three  
492 hundred dollars (\$300.00)

493  
494 **#Section 4.** Auditing Procedures:

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

499  
500 b. The local PTA/PTSA treasurer shall submit the books to the auditing committee or the  
501 experienced auditor at the end of the fiscal year. The audit report shall be submitted in

502 writing to the executive board prior to finalization of the proposed budget for the coming  
503 school year.

504  
505 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during  
506 a term select an auditing committee or an experienced auditor within one (1) week of the  
507 resignation. The audit shall be performed with fiscal year-end auditing procedures and  
508 shall be complete within three (3) weeks of the resignation. This audit shall not be  
509 performed in lieu of the year-end audit.

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

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

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

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

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

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

## 540 **Article 10: Committees**

541  
542  
543 **#Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or  
544 appointed positions.

545  
546 **#Section 2.** Chairmen and members of all standing and special committees shall be members of  
547 this local PTA/PTSA.

548  
549 **Section 3.** The executive board may create such standing committees as it may deem necessary  
550 to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee  
551 chairmen and committee members shall be appointed by the executive committee, except for the  
552 nominating committee. In the absence of an executive committee then the executive board shall  
553 make the appointments. The term of each chairman shall be ONE (1) or until the selection of a  
554 successor. No chairman shall be eligible to serve in the same capacity for more than two (2)  
555 consecutive terms.

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

562  
563 **Section 5.** The chairman of each standing and special committee shall present a plan of work to  
564 the executive board for approval. No committee work shall be undertaken without the consent of  
565 the executive board.

566  
567 **Section 6.** The quorum of any committee shall be a majority of its members.

568  
569 **Section 7.** The president shall serve as ex-officio member of all committees of this local  
570 PTA/PTSA except the nominating committee.

571  
572 **Section 8.** Committee chairmen shall turn over to the president, without delay, all records, books,  
573 and other materials pertaining to the committee at the end of the term served or when departing  
574 office.

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

576  
577  
578 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least SEVEN (7) times  
579 during the school year, TEN (10) days' notice having been given.

580  
581 **Section 2.** The general membership election meeting shall be held in MAY.

582  
583 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a  
584 majority of the executive board, FIVE (5) days' notice having been given.

585  
586 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-  
587 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the  
588 verified members of this local PTA/PTSA.

589  
590 **Section 5.** TEN (10) members, shall constitute a quorum for the transaction of business in any  
591 meeting of this local PTA/PTSA.

592  
593

594 **#Article 12: District Membership**

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

598  
599 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate  
600 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast  
601 by local unit members in their respective districts for the Virginia PTA Proposed Legislation  
602 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

603  
604 **Section 3.** Local units in good standing are entitled to be represented at the Annual District  
605 Meeting and the District Legislation Workshop by the president or alternate and three (3) other  
606 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional  
607 delegate for each fifty (50) memberships or major fraction thereof.

608  
609 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their  
610 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local  
611 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
612 instructed, they shall use their own discretion.

613  
614 **#Article 13: Fiscal Year**

615  
616 The fiscal year of this local PTA/PTSA shall begin on JULY 1 and end on JUNE 30.

617  
618 **#Article 14: Parliamentary Authority**

619  
620 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern  
621 National PTA and its constituent associations in all cases in which they are applicable and in which  
622 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National  
623 PTA, or the articles of incorporation.

624  
625 **#Article 15: Local Unit Bylaws Revisions and Amendments**

626  
627 **Section 1.** The bylaws of this local PTA/PTSA shall be revised and submitted to the Virginia PTA  
628 state office every five (5) years for approval by the Virginia PTA Bylaws Committee on behalf of  
629 the Virginia PTA Board of Managers.

630  
631 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

632  
633 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for  
634 existing bylaws or to submit an amendment to current bylaws.

635  
636 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA  
637 provided notice and a copy of the proposed bylaws revision or amendments are provided to  
638 the membership at least thirty (30) days prior to the meeting at which the revision or the  
639 amendments are to be voted upon. A quorum shall be established at the meeting in which

640 voting takes place. The revision or amendments are subject to approval by the Virginia  
641 PTA Bylaws Committee on behalf of the Virginia PTA Board of Managers. The proposed  
642 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and  
643 voting.

644  
645 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in  
646 accordance with the bylaws of Virginia PTA.

647  
648 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and  
649 sections that are identified by the pound symbol (#).

650  
651 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA  
652 identified by the pound symbol (#) shall serve to automatically and without requirement of  
653 further action by the local PTA/PTSA to amend correspondingly its bylaws.

654  
655 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall  
656 serve automatically and without the requirement of further action by this local PTA/PTSA to  
657 amend correspondingly the bylaws of this local PTA/PTSA.

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