

VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS

Bylaws of the Sunrise Valley Elementary School Parent Teacher Association of Reston, Virginia were approved by the membership at its meeting on November 20, 2018.

Signed: _____ Megan Murphy
President Print/Type Name

AM phone number: 703-201-2503

PM phone number: 703-201-2503

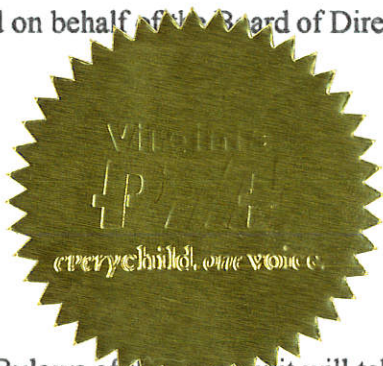
e-mail: svesptapres@gmail.com

Signed: _____ Antonia Blackwood
Secretary Print/Type Name

Signed: _____ Kara Manton
Bylaws Committee Chairman Print/Type Name

(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:



_____ Joye Gidness
State Bylaws Committee

_____ February 14, 2019
Date

NOTE: Bylaws of this local unit will take effect on February 14, 2019 and must be submitted for review to the Virginia PTA by February 14, 2024 to remain a local unit in good standing.

SUNRISE VALLEY ELEMENTARY SCHOOL PTA BYLAWS INDEX

<u>Article/Title</u>	<u>Page</u>
1. Name and Area	1
2. Purposes	1
3. Principles	2
4. Relationship with National PTA, Virginia PTA and Constituent Associations	2
5. Membership and Dues	6
6. Officers and Their Election	7
7. Duties of Officers	9
8. Executive Committee	11
9. Executive Board	12
10. Committees	14
11. General Membership Meetings	15
12. Council Membership	15
13. District Membership	16
14. Fiscal Year	16
15. Parliamentary Authority	16
16. Local Unit Bylaws Revisions and Amendments	16

#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
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

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

#Article 1: Name and Area

The name of this association is the Sunrise Valley Elementary School Parent Teacher Association located in Reston, Virginia. It is a local PTA organized under the authority of the Virginia Congress of Parents and Teachers (referred to as “Virginia PTA”), a branch of the National Congress of Parents and Teachers (referred to as “National PTA”).

#Article 2: Purposes

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

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

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

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

47 **#Article 3: Principles**

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

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

68

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

70

71 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
72 association and (b) the certificate of incorporation or articles of incorporation of such association
73 (in cases which the association is a corporation) or the articles of organization by whatever name
74 (in cases in which the association exists as an unincorporated association).
75

76 **Section 2.** Local PTA/PTSAs shall be organized and chartered under the authority of Virginia
77 PTA in the area in which the local PTA/PTSA functions in conformity with such rules and
78 regulations, not in conflict with the bylaws of Virginia PTA or National PTA.
79

80 **Section 3.** Virginia PTA shall issue to each local PTA/PTSA in its area a charter evidencing the
81 due association and good standing of this local PTA/PTSA. A local PTA/PTSA in good standing
82 shall:
83

- 84 a. Adhere to purposes and basic policies of the PTA.
- 85
- 86 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
87 and one (1) treasurer.
- 88
- 89 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
90 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
91 Directors.
92

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

204
205 e. Voting shall be by ballot.

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

210
211 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
212 the debts and obligations of the association, the association's financial holdings, property,
213 all records and all remaining assets shall be distributed to Virginia PTA held in escrow and
214 if not claimed by the resolved unit within two years it remains with the Virginia PTA in
215 order to further the mission and purpose of the Virginia PTA.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

270
271 **Section 11.** The membership term is July 1 to June 30.

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

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 holder or National PTA Life
301 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
302 unit.
303

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

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

307 #a. One (1) president.
308

309 b. One (1) president-elect.
310

311 c. Three (3) vice presidents.
312

313 #d. A secretary.
314

315 e. A corresponding secretary.
316

317 #f. One (1) treasurer.
318
319

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

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

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

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

333
334 c. The nominating committee shall nominate an eligible person for each office to be filled,
335 except the office of president, and report its nominees to the members at a regular general
336 membership meeting at least thirty (30) days prior to the general membership election
337 meeting. At the general membership election meeting additional nominations may be made
338 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. It is understood that the president-elect, by
342 accepting the nomination is agreeing to automatically succeed to the office of president at
343 the end of his/her term as president-elect.

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

346
347 a. Officers shall be elected at the general membership election meeting in the month of
348 May or June. The president-elect shall automatically succeed the office of president.

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

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

359
360 **#Section 5.** Officers shall serve for a term of two (2) years or until their successors are elected.
361 No person shall hold more than one (1) elected office at a time on this local unit. No local unit
362 officer shall serve more than two (2) consecutive terms, not to exceed four (4) years in the same
363 office; however no person shall serve in the office of president for more than a consecutive term
364 and no person shall serve in the office of president elect for more than a consecutive term.

365 Current Local Unit President shall not serve as President-elect the following term. Officers who
366 have served in an office for more than one-half (1/2) of a full term shall be deemed to have
367 served a full term in such office.

368

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

370

371 a. A vacancy occurring in any office except that of president or president-elect shall be
372 filled for the unexpired term by a person elected by a majority vote of the Executive
373 Board at their next scheduled meeting. In case of a vacancy in the office of president, the
374 president-elect shall become president and shall hold office for the balance of the term.
375 The vacancy in the office of president-elect shall be filled at the next General
376 Membership meeting by the voting body. In the interim, the duties of the president-elect
377 shall be delegated by the president.

378

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

383

384 c. When a ten (10) day notice of the election is given, a majority of votes cast shall
385 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
386 be required.

387

388

Article 7: Duties of Officers

389

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

391

392 a. Preside at all meetings of this local PTA/PTSA.

393

394 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
395 that the purposes may be promoted.

396

397 #c. Submit this local PTA/PTSA officers' contact information form and verification of
398 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
399 office immediately upon election of officers annually.

400

401 d. Perform such other duties as may be prescribed in these bylaws.

402

403 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
404 nominating committee.

405

406 **Section 2.** The president-elect shall:

407

408 a. Act as aide to the president.

409

- 410 b. Perform duties of the president in the absence or inability of that officer to act.
411
412 c. Understand that by accepting the nomination of president-elect, they agree to
413 automatically succeed to the office of president at the end of their term as president-elect.
414
415 d. Perform other delegated duties as assigned.
416

417 **Section 3.** The vice presidents shall:
418

- 419 a. Act as aides to the president.
420
421 b. In their designated order, perform the duties of the president in the absence or inability
422 of the officer to act.
423
424 c. The first vice president shall serve as the chair of the Program Committee and shall
425 oversee PTA Programs.
426
427 d. The second vice president shall serve as the chair of the Ways and Means Committee
428 and shall oversee all fundraising events.
429
430 e. The third vice president shall serve as the chair of the Membership Committee and
431 shall oversee all membership drive initiatives.
432
433 f. Perform other delegated duties as assigned.
434

435 **#Section 4.** The secretary shall:
436

- 437 a. Record the minutes of all meetings of the local PTA/PTSA.
438
439 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
440
441 c. Maintain a membership list as required by Virginia PTA.
442
443 d. Perform other delegated duties as assigned.
444

445 **Section 5.** The corresponding secretary shall:
446

- 447 a. Chair the Newsletter Committee.
448
449 b. Be responsible for all official correspondence of this association.
450
451 c. Perform other delegated duties as assigned.
452

453 **#Section 6.** The treasurer shall:
454

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

- 456 b. Keep a full and accurate account of receipts and expenditures as described in these
457 bylaws.
- 458
- 459 c. Make disbursements as authorized by the president, executive board, or general
460 membership in accordance with the budget adopted by the general membership.
- 461
- 462 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
463 president.
- 464
- 465 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
466 other times when requested by the executive board.
- 467
- 468 f. Prepare an annual financial report at the close of the fiscal year.
- 469
- 470 g. Have the accounts examined according to the auditing procedures outlined in these
471 bylaws.
- 472
- 473 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
474 within fifteen (15) days following the adoption of the audit by the membership.
- 475
- 476 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
477 sent to the Virginia PTA state office within fifteen (15) days of filing.
- 478
- 479 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
480 PTA dues for membership received prior to November 1. Remit by December 1, dues
481 received after November 1. Remit by March 1, dues received after December 1. Remit by
482 June 30, all Virginia PTA and National PTA dues received after March 1.
- 483
- 484 k. Perform other delegated duties as assigned.
- 485

486 **#Section 7.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
487 the term of office or in case of resignation, each officer shall turn over to the president, without
488 delay, all records, books, and other materials pertaining to the office.

489 **Article 8: Executive Committee**

491

492 **Section 1.** The executive committee shall consist of the elected officers of the association and
493 the principal of the school.

494

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

- 496
- 497 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
498 general membership for approval.
- 499

500 b. Appoint standing and special committee chairmen and members of the standing and
501 special committees, except the nominating committee.
502

503 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
504 purpose of appointing standing committee chairmen. Special committee chairmen shall be
505 appointed as necessary. Members of the standing and special committees shall be appointed as
506 soon as possible after the appointment of the committee chairmen.
507

508 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
509 majority of the executive committee, five (5) days' notice having been given. A quorum of the
510 executive committee shall be a majority of the members of the committee then in office.
511

512 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
513 vote. Only the president shall have the authority to call for an electronic vote and to establish the
514 guidelines for that vote. The established quorum of the executive committee shall prevail. Voting
515 results must be recorded in the minutes and ratified at the next executive committee meeting.
516

517 **#Section 6.** The executive committee may hold meetings by telephone conference or through
518 other electronic communications media so long as all the members can simultaneously hear each
519 other and participate during the meeting. Some or all of the members may participate
520 electronically at a meeting held at a central location so long as all the members can
521 simultaneously hear each other and participate during the meeting.
522

523 **Article 9: Executive Board**

524
525 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and
526 the chairmen of the standing committees. The principal of the school or his/her designee and a
527 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also
528 may serve on the executive board. The chairmen of the standing committees shall be appointed by
529 the officers of the association not more than thirty (30) days following the election of officers.
530

531 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
532 association's board at the local, council, district, region, state, or national level while serving as a
533 paid employee of, or under contract to, that constituent association.
534

535 **Section 3.** The executive board shall:
536

537 a. Transact necessary business in the intervals between general membership meetings and
538 such other business as may be referred to it by this local PTA/PTSA and present a report to
539 the general membership at the general membership meetings.
540

541 b. Create, change or eliminate standing and special committees.
542

543 c. Approve the plans of work of the standing and special committees.
544

545 #d. Select an auditing committee, experienced auditor, or attend an external audit
546 exchange.

547
548 #e. Approve the proposed budget to be presented to the general membership for adoption.
549

550 #f. Obtain general membership approval for any changes to the adopted budget over three
551 hundred dollars (\$300.00) per fiscal year.
552

553 **#Section 4. Auditing Procedures:**
554

555 a. The executive board shall select an auditing committee, experienced auditor, or choose
556 to participate in an external audit exchange prior to the end of the fiscal year. An auditing
557 committee shall consist of no fewer than three (3) members and no one with signature
558 authority shall sit on their own auditing committee. All audit exchanges shall be
559 coordinated with at least one (1) other PTA/PTSA unit.
560

561 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
562 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
563 report shall be submitted in writing to the executive board prior to finalization of the
564 proposed budget for the coming school year.
565

566 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
567 a term select an auditing committee or an experienced auditor within one (1) week of the
568 resignation. The audit shall be performed with fiscal year-end auditing procedures and
569 shall be complete within three (3) weeks of the resignation. This audit shall not be
570 performed in lieu of the year-end audit.
571

572 d. The newly elected treasurer shall not undertake any banking responsibilities of that
573 office with the exception of depository duties, reconciliation of bank statements, change of
574 signatory or other clerical duties not requiring signatory until the audit is presented to the
575 executive board.
576

577 e. All audit reports shall be presented to the general membership for adoption. The fiscal
578 year-end audit report shall be presented to the membership for adoption at the first general
579 membership meeting held after the completion of the report. A copy of the fiscal year-end
580 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
581 adoption of the audit by the general membership.
582

583 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
584 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
585 filing.
586

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

590 **Section 6.** The executive board shall hold at least four (4) meetings during the year. The time
591 and place of meetings shall be set at the first meeting of the executive board after their election.
592 Special meetings of the executive board may be called by the president or by a majority of the
593 members of the executive board, seven (7) days' notice being given. A quorum of the executive
594 board members shall be a majority of the members of the executive board then in office.
595

596 **#Section 7:** The executive board shall reserve the right to vote on business via electronic vote.
597 Only the president shall have the authority to call for an electronic vote and to establish the
598 guidelines for that vote. The established quorum of the executive board shall prevail. Voting
599 results must be recorded in the minutes and ratified at the next executive board meeting.
600

601 **#Section 8.** The executive board may hold meetings by telephone conference or through other
602 electronic communications media so long as all the members can simultaneously hear each other
603 and participate during the meeting. Some or all of the members may participate electronically at
604 a meeting held at a central location so long as all the members can simultaneously hear each
605 other and participate during the meeting.
606

607 **Article 10: Committees**

608
609 **#Section 1.** Chairmen and members of all standing and special committees shall be members of
610 this local PTA/PTSA.
611

612 **Section 2.** The executive board may create, change or eliminate such standing committees as it
613 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.
614 Standing committee chairmen and committee members shall be appointed by the executive
615 committee, except for the nominating committee. In the absence of an executive committee then
616 the executive board shall make the appointments. The term of each chairman shall be two (2)
617 years or until the selection of a successor. No chairman shall be eligible to serve in the same
618 capacity for more than two (2) consecutive terms.
619

620 **Section 3.** The executive board may create, change or eliminate such special committees as it
621 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen
622 and committee members shall be appointed by the executive committee. In the absence of an
623 executive committee then the executive board shall make the appointments. The term of each
624 special committee chairman is ended upon completion of the task assigned to the committee. No
625 special committee chairman shall be eligible to serve in the same capacity for more than two (2)
626 consecutive terms.
627

628 **Section 4.** The chairman of each standing and special committee shall present a plan of work to
629 the executive board for approval. No committee work shall be undertaken without the consent of
630 the executive board.
631

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

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

641
642 Section 7. The quorum of any committee shall be a majority of its members.

643
644 Section 8. The president shall serve as ex-officio member of all committees of this local
645 PTA/PTSA except the nominating committee.

646
647 #Section 9. Committee chairmen shall turn over to the president, without delay, all records,
648 books and other materials pertaining to the committee at the end of the term served or when
649 departing office.

650 Article 11: General Membership Meetings

651
652
653 Section 1. Regular meetings of this local PTA/PTSA shall be held at least five (5) times during
654 the school year, ten (10) days' notice having been given.

655
656 Section 2. The general membership election meeting shall be held in May or June.

657
658 Section 3. Special meetings of this local PTA/PTSA may be called by the president or by a
659 majority of the executive board, five (5) days' notice having been given.

660
661 Section 4. Voting on routine matters may be by voice vote; however, motions requiring a two-
662 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
663 verified members of this local PTA/PTSA.

664
665 Section 5. Ten (10) members, shall constitute a quorum for the transaction of business in any
666 meeting of this local PTA/PTSA.

667 Article 12: Council Membership

668
669
670 Section 1. Selection of delegates:

671
672 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County
673 Council Parent Teacher Association by the president or alternate, the principal or
674 alternate, and by two (2) delegates or alternates.

675
676 b. Delegates and alternates shall be elected in June.

677
678 c. Delegates to the Fairfax County Council PTA shall serve for a term of one (1) year or
679 until the selection of a successor. No delegate shall serve for more than two (2)
680 consecutive terms.

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

683
684 **Section 3.** Responsibilities of delegates:

685
686 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
687 to council such matters as may be referred to it by the local PTA/PTSA.

688
689 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
690 instructed, they shall use their own discretion, except as provided by council bylaws.

691

692 **#Article 13: District Membership**

693

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

696

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

701

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

706

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

711

712 **#Article 14: Fiscal Year**

713

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

715

716 **#Article 15: Parliamentary Authority**

717

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

722

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

724

725 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia
726 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on

727 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)
728 years from the Virginia PTA Bylaws Committee date of approval.

729

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

731

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

734

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

743

744 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
745 accordance with the bylaws of Virginia PTA.

746

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

749

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

753

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

757

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