

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Woodburn Elementary School For the Fine and Communicative Arts Parent Teacher Association of Falls Church/Fairfax County were approved by the membership at its meeting on Insert date of meeting.

Signed: _____ Leah DeWolf
President Print/Type Name
AM phone number: Insert telephone number
PM phone number: Insert telephone number
e-mail: Print legibly or type e-mail address

Signed: _____ Neelima Yelamanchili
Secretary Print/Type Name

Signed: _____ Erin Osit
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:

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.

JULY 2017

**WOODBURN ELEMENTARY SCHOOL FOR THE FINE AND
COMMUNICATIVE ARTS 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 **WOODBURN ELEMENTARY SCHOOL FOR THE FINE AND COMMUNICATIVE**
2 **ARTS**
3 **PARENT TEACHER ASSOCIATION**
4 **LOCAL UNIT BYLAWS**

5
6 **#Article 1: Name and Area**
7

8 The name of this association is the **Woodburn Elementary School For the Fine And**
9 **Communicative Arts Parent Teacher Association** located in Fairfax County, Virginia. It is a local
10 PTA organized under the authority of the Virginia Congress of Parents and Teachers (referred to as
11 “Virginia PTA”), a branch of the National Congress of Parents and Teachers (referred to as
12 “National PTA”).
13

14 **#Article 2: Purposes**
15

16 **Section 1. Objectives.** The purpose or purposes (Objects) of **Woodburn Elementary School For**
17 **the Fine And Communicative Arts PTA**, in common with those of Virginia PTA and National PTA
18 corporation, will hereafter pursue are:
19

- 20 a. To promote the welfare of children and youth in home, school, places of worship, and
21 throughout the community.
- 22
- 23 b. To raise the standards of home life.
- 24
- 25 c. To advocate for laws that further the education, physical and mental health, welfare,
26 and safety of children and youth.
- 27
- 28 d. To promote the collaboration and engagement of families and educators in the
29 education of children and youth.
- 30
- 31 e. To engage the public in united efforts to secure the physical, mental, emotional,
32 spiritual, and social well-being of all children and youth, and
33
- 34 f. To advocate for fiscal responsibility regarding public tax dollars in public education
35 funding.
36

37 **Section 2. Awareness.** The purposes of the PTA are promoted through advocacy and education
38 in collaboration with parents, families, teachers, educators, students, and the public; developed
39 through conferences, committees, projects, and programs; and governed and qualified by the
40 basic principles set forth in Article 3.
41

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

46
47
48 **#Article 3: Principles**
49

50 The following are basic principles of the **Woodburn Elementary School For the Fine And**
51 **Communicative Arts PTA**, in common with those of Virginia PTA and National PTA:
52

- 53 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
54
55 b. The association shall work to engage and empower children, families, and educators
56 within schools and communities to provide quality education for all children and youth,
57 and shall seek to participate in the decision-making process by influencing school policy
58 and advocating for children’s issues, recognizing that the legal responsibility to make
59 decisions has been delegated by the people to boards of education, state education
60 authorities, and local education authorities.
61
62 c. The association shall work to promote the health and welfare of children and youth,
63 and shall seek to promote collaboration among families, schools, and the community at
64 large.
65
66 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
67 expertise shall be guiding principles for service in Virginia PTA.
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 PTAs shall be organized and chartered under the authority of Virginia PTA in the
77 area in which the local PTA functions in conformity with such rules and regulations, not in conflict
78 with the bylaws of Virginia PTA or National PTA.
79

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

- 83 a. Adhere to purposes and basic policies of the PTA.
84
85 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
86 and one (1) treasurer.
87

88 c. Submit local PTA bylaws to the Virginia PTA state office every five (5) years for
89 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
90 Directors.

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

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

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

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

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

107
108 i. Meet other criteria as may be prescribed by Virginia PTA.

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

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

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

121
122 **Section 7.** Each officer or board member of a local PTA shall be a member of such local PTA.

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

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

133 Such authorized representative shall have full access in cases where account information and
134 records are required from banks.

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

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

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

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

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

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

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

158
159 a. Yield and surrender all of its books and records and all of its assets and property to
160 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
161 PTA organized under the authority of Virginia PTA.

162
163 b. Cease and desist from the further use of any name that implies or connotes association
164 with Virginia PTA, National PTA or status as a constituent association of National PTA.

165
166 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
167 necessary for the purpose of dissolving such local PTA.

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

171
172 a. The executive board shall adopt a written resolution recommending that the local PTA
173 be dissolved and directing that the question of such dissolution be submitted to a vote at a
174 special meeting of the general membership having voting rights at the time of 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 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 to
193 consider the resolution to dissolve. The dissolution quorum includes the required quorum
194 for general membership meetings per local PTA bylaws plus a majority of the executive
195 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 on the date of adoption of the
205 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, after paying or adequately providing for the
209 obligations of the association, the remaining assets shall be distributed to one (1) or more
210 non-profit funds, foundations, or organizations which have established their tax-exempt
211 status under Section 501(c)(3) of the Internal Revenue Code.

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

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

220
221 **Section 19.** Each local PTA 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).

223
224 **#Article 5: Membership and Dues**

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

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

Section 3. This local PTA shall conduct an annual enrollment of members but may admit persons to membership at any time.

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

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

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

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

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

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

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

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

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

269 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
270 PTA shall be the property of Virginia PTA and National PTA, respectively, and shall not
271 be included in the local PTA's budget.

272
273 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
274 or before December 1. Additional membership dues received after December 1 shall be
275 remitted to Virginia PTA on or before March 1. Membership dues received after March 1
276 shall be remitted to Virginia PTA on or before June 30.

277
278 c. A list of members who joined the association during the reporting period shall be kept
279 by the local PTA units and submitted as prescribed by Virginia PTA.

280
281 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
282 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
283 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
284 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without
285 payment of the registration fee.

286
287 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
288 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
289 Life Achievement Award provides only National Convention guest privileges upon payment of the
290 convention registration fee.

291
292 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
293 Achievement Award may be an active member only upon payment of dues in a local PTA unit.

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

295
296
297 **Section 1.** The officers of this PTA shall consist of:

298
299 #a. One (1) president.

300
301 b. One (1) vice president(s).

302
303 #c. A secretary.

304
305 #d. One (1) treasurer.

306
307 **#Section 2.** Only members whose individual dues are paid to this local PTA for the current fiscal
308 year shall be eligible to hold office, and to serve on the executive committee, executive board,
309 standing or special committees, or to serve as a delegate or alternate to the council or district.

310
311 **#Section 3.** Nominating committee:

312
313 a. Each member of the nominating committee must be a member of this local PTA.

315 b. The nominating committee shall consist of three (3) members who shall be elected by
316 the members of this local PTA at their regular general membership meeting at least
317 two (2) months prior to the election of officers. The committee shall elect its own
318 chairman.

319
320 c. The nominating committee shall nominate an eligible person for each office to be filled
321 and report its nominees to the members at a regular general membership meeting at least
322 thirty (30) days prior to the general membership election meeting. At the general
323 membership election meeting, additional nominations may be made from the floor.

324
325 d. Only those persons who have signified their consent to serve, if elected, shall be
326 nominated for or elected to such office.

327
328 **#Section 4.** Officers shall be elected by the following method:

329
330 a. Officers shall be elected at the general membership election meeting in the month of
331 June.

332
333 b. If there is more than one nominee for office, then the voting shall be by ballot. A
334 majority of the votes cast shall constitute which nominees are elected. However, if there
335 is but one nominee for office, election for that office may be by voice vote. If by ballot
336 vote, the secretary shall be responsible for destroying all ballots at the end of the general
337 membership election meeting.

338
339 c. Officers, except the treasurer, shall assume their official duties immediately following
340 the close of the meeting in the month of June. The treasurer shall assume his/her official
341 duties upon the completion of the auditing process outlined in these bylaws.

342
343 **#Section 5.** Officers shall serve for a term of ****one (1)/two (2)**** year(s) or until their successors
344 are elected. No person shall hold more than one (1) elected office at a time on this local unit
345 board. No local unit officer shall serve more than ****two (2)/three (3)**** consecutive terms, not to
346 exceed ****two (2)/three (3)**** years in the same office. Officers who have served in an office for
347 more than one-half (1/2) of a full term shall be deemed to have served a full term in such office.

348
349 **#Section 6.** Vacancies in any office shall be filled by the following method:

350
351 a. A vacancy occurring in any office except that of president shall be filled for the
352 unexpired term by a person elected by a majority vote of the Executive Board at their
353 next scheduled meeting. In case of a vacancy in the office of president, the vice president
354 shall become president and shall hold office for the balance of the term. In the interim,
355 the duties of the vice president shall be delegated by the president.

356
357 b. In the event of a vacancy in the office of president, and also in the absence of a vice
358 president, the general membership shall elect the next president.

360 c. If there is more than one nominee for any office, then the voting shall be by ballot. A
361 majority of the votes cast shall constitute which nominees are elected. However, if there
362 is but one nominee for office, election for that office may be by voice vote. If by ballot
363 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.
364

365 d. When a ten (10) day notice of the election is given, a majority of votes cast shall
366 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
367 be required.
368

369 **Article 7: Duties of Officers**

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

371 a. Preside at all meetings of this local PTA.
372

373 b. Coordinate the work of the officers and committees of this local PTA in order that the
374 purposes may be promoted.
375

376 #c. Submit this local PTA officers' contact information form and verification of this local
377 PTA's employer identification number (EIN) to the Virginia PTA state office immediately upon
378 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 except the
383 nominating committee.
384

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

386 a. Act as aide to the president.
387

388 b. In their designated order, perform the duties of the president in the absence or inability
389 of the officer to act.
390

391 c. Perform other delegated duties as assigned.
392

393 **Section 3.** The secretary shall:

394 a. Record the minutes of all meetings of the local PTA.
395

396 b. Keep the official copy of the local PTA bylaws in his/her files.
397

398 c. Maintain a membership list as required by Virginia PTA.
399

400 d. Perform other delegated duties as assigned.
401
402
403
404
405

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

- 407
- 408 a. Have custody of all funds and finances of the local PTA.
- 409
- 410 b. Keep a full and accurate account of receipts and expenditures as described in these
- 411 bylaws.
- 412
- 413 c. Make disbursements as authorized by the president, executive board, or general
- 414 membership in accordance with the budget adopted by the general membership.
- 415
- 416 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
- 417 president.
- 418
- 419 e. Present a written financial statement at every meeting of the local PTA and at other
- 420 times when requested by the executive board.
- 421
- 422 f. Prepare an annual financial report at the close of the fiscal year.
- 423
- 424 g. Have the accounts examined according to the auditing procedures outlined in these
- 425 bylaws.
- 426
- 427 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
- 428 within fifteen (15) days following the adoption of the audit by the membership.
- 429
- 430 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
- 431 sent to the Virginia PTA state office within fifteen (15) days of filing.
- 432
- 433 j. Remit by December 1 to the Virginia PTA state office, Virginia PTA and National PTA
- 434 dues for membership received prior to December 1. Remit by March 1, dues received
- 435 after December 1 and remit by June 30, all Virginia PTA and National PTA dues
- 436 received after March 1.
- 437
- 438 k. Perform other delegated duties as assigned.
- 439

440 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of

441 the term of office or in case of resignation, each officer shall turn over to the president, without

442 delay, all records, books, and other materials pertaining to the office.

443

444 **Article 8: Executive Committee**

445

446 **Section 1.** The executive committee shall consist of the elected officers of the association and

447 the principal of the school.

448

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

450

451 a. Develop goals for the local PTA for presentation to the executive board and general
452 membership for approval.

453
454 b. Appoint standing and special committee chairmen and members of the standing and
455 special committees, except the nominating committee.

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

461
462 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
463 majority of the executive committee, seven (7) days' notice having been given. A quorum of the
464 executive committee shall be a majority of the members of the committee then in office.

465 **Article 9: Executive Board**

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

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

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

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

483
484 b. Create standing and special committees.

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

487
488 #d. Select an auditing committee, experienced auditor, or attend an external audit
489 exchange.

490
491 #e. Approve the proposed budget to be presented to the general membership for adoption.

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

495
496 **#Section 4.** Auditing Procedures:

497
498 a. The executive board shall select an auditing committee, experienced auditor or choose
499 to participate in an external audit exchange prior to the end of the fiscal year. An auditing
500 committee shall consist of no fewer than three (3) members and no one with signature
501 authority shall sit on their own auditing committee. All audit exchanges shall be
502 coordinated with at least one (1) other PTA unit.

503
504 b. The local PTA treasurer shall submit books to the auditing committee, experienced
505 auditor, or the external audit exchange at the end of the fiscal year. The audit report shall
506 be submitted in writing to the executive board prior to finalization of the proposed budget
507 for the coming school year.

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

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

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

525
526 f. The local PTA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
527 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
528 filing.

529
530 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
531 qualifications or fulfill the duties of the position, that person may be removed from the board by
532 a majority vote of the executive board.

533
534 **Section 6.** The executive board shall hold at least four (4) meetings during the year. The time
535 and place of meetings shall be set at the first meeting of the executive board after their election.
536 Special meetings of the executive board may be called by the president or by a majority of the
537 members of the executive board, seven (7) days' notice being given. A quorum of the executive
538 board members shall be a majority of the members of the executive board then in office.

539
540 **#Section 7.** The executive board shall reserve the right to vote on business via electronic vote.
541 Only the president shall have the authority to call for an electronic vote and to establish the

542 guidelines for that vote. The established quorum of the executive board shall prevail. Results
543 must be recorded in the minutes and ratified at the next executive board meeting.

545 **Article 10: Committees**

546
547 **#Section 1.** Only members of this local PTA shall be eligible to serve in any elected or
548 appointed positions.

549
550 **#Section 2.** Chairmen and members of all standing and special committees shall be members of
551 this local PTA.

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

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

566
567 **Section 5.** The chairman of each standing and special committee shall present a plan of work to
568 the executive board for approval. No committee work shall be undertaken without the consent of
569 the executive board.

570
571 **Section 6.** The quorum of any committee shall be a majority of its members.

572
573 **Section 7.** The president shall serve as ex-officio member of all committees of this local PTA
574 except the nominating committee.

575
576 **#Section 8.** Committee chairmen shall turn over to the president, without delay, all records,
577 books and other materials pertaining to the committee at the end of the term served or when
578 departing office.

579 **Article 11: General Membership Meetings**

580
581
582 **Section 1.** Regular meetings of this local PTA shall be held at least four (4) times during the
583 school year, ten (10) days' notice having been given.

584
585 **Section 2.** The general membership election meeting shall be held in June.

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

589
590 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
591 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
592 verified members of this local PTA.

593
594 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
595 meeting of this local PTA.

596
597 **Article 12: Council Membership**

598
599 **Section 1.** Selection of delegates:

600
601 a. This local PTA shall be represented in meetings of the Fairfax County Council of Parent
602 Teacher Associations by the president or alternate, the principal or alternate, and by one (1)
603 delegate(s) or alternate(s).

604
605 b. Delegates and alternates shall be appointed in June.

606
607 c. Delegates to the Fairfax County Council of PTAs shall serve for a term of
608 one (1) year or until the selection of a successor.

609
610 **Section 2.** This local PTA shall pay annual dues as prescribed in council bylaws to the Fairfax
611 County Council of PTAs.

612
613 **Section 3.** Responsibilities of delegates:

614
615 a. Delegates shall report activities of the council to the local PTA and shall present to
616 council such matters as may be referred to it by the local PTA.

617
618 b. Delegates shall vote on all issues as instructed by their local PTA; but if not
619 instructed, they shall use their own discretion, except as provided by council bylaws.

620
621 **#Article 13: District Membership**

622
623 **Section 1.** This local PTA shall be a member of the district designated by Virginia PTA. This
624 local PTA is in the Northern Virginia District of Virginia PTA.

625
626 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
627 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
628 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
629 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

630
631 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
632 Meeting and the District Legislation Workshop by the president or alternate and three (3) other

633 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
634 delegate for each fifty (50) memberships or major fraction thereof.

635
636 **Section 4.** Local PTA delegates for the district shall report activities of the district to their local
637 PTA and shall present to the district such matters as may be referred to it by their local PTA.
638 Delegates shall vote on all issues as instructed by their local PTA; but if not instructed, they shall
639 use their own discretion.

640
641 **#Article 14: Fiscal Year**

642
643 The fiscal year of this local PTA shall begin on July 1 and end on June 30.

644
645 **#Article 15: Parliamentary Authority**

646
647 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern
648 National PTA and its constituent associations in all cases in which they are applicable and in which
649 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
650 PTA, or the articles of incorporation.

651
652 **#Article 16: Local Unit Bylaws Revisions and Amendments**

653
654 **Section 1.** The bylaws of this Local PTA shall be revised and submitted to the Virginia PTA
655 state office every five (5) years for approval by the Virginia PTA Bylaws Committee on behalf
656 of the Virginia PTA Board of Directors. The revision anniversary date will be five (5) years from
657 the Virginia PTA Bylaws Committee date of approval.

658
659 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

- 660
661 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for
662 existing bylaws or to submit an amendment to current bylaws.
663
664 b. Bylaws shall be revised or amended at a regular meeting of the local PTA
665 provided notice and a copy of the proposed bylaws revision or amendments are provided to
666 the membership at least thirty (30) days prior to the meeting at which the revision or the
667 amendments are to be voted upon. A quorum shall be established at the meeting in which
668 voting takes place. The revision or amendments are subject to approval by the Virginia
669 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed
670 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
671 voting.
672
673 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
674 accordance with the bylaws of Virginia PTA.
675
676 d. Each local PTA is required by Virginia PTA to include in its bylaws articles and
677 sections that are identified by the pound symbol (#).

678
679 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
680 identified by the pound symbol (#) shall serve to automatically and without requirement of
681 further action by the local PTA to amend correspondingly its bylaws.

682
683 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
684 serve automatically and without the requirement of further action by this local PTA to amend
685 correspondingly the bylaws of this local PTA.

686
687 **#Required by Virginia PTA in all district, council, and local unit bylaws.**