

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the West Springfield High School of Springfield, Fairfax County were approved by the membership at its meeting on Insert date of meeting.

Signed: _____ Richard Ewell
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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 as of the approval date above and must be resubmitted for review to the Virginia PTA by _____ to remain a local unit in good standing. Submitting amendments to these bylaws for approval in the interim does not change this 5-year anniversary date when a complete set of bylaws must be submitted for review.

JANUARY 2020

**WEST SPRINGFIELD HIGH SCHOOL
PTSA 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.

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**WEST SPRINGFIELD HIGH SCHOOL
PARENT TEACHER STUDENT ASSOCIATION
LOCAL UNIT BYLAWS**

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#Article 1: Name and Area

The name of this association is the West Springfield High School Parent Teacher Student Association located in Springfield, Fairfax 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”).

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#Article 2: Purposes

Section 1. Objectives. The purpose or purposes (Objects) of West Springfield High School PTSA, 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”).

45 **#Article 3: Principles**

46
47 The following are basic principles of the **West Springfield High School PTSA** in common with
48 those of Virginia PTA and National PTA:

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

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

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

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

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

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

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

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

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

100
101 g. Submit proof of insurance to the office.

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

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

108
109 j. 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.

137
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 2. Written notice of the adoption of such resolution accompanied by a copy of the
182 notice of the special meeting for the members shall be given to the president of
183 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
184 of the members.

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

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

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

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

203
204 e. Voting shall be by ballot.

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

209
210 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
211 the debts and obligations of the association, the association's financial holdings, property,
212 all records and all remaining assets shall be distributed to Virginia PTA held in escrow and
213 if not claimed by the resolved unit within two years it remains with the Virginia PTA in
214 order to further the mission and purpose of the Virginia PTA.

215
216 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
217 PTA in accordance with state bylaws.

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

223
224 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
225 designated in these bylaws and to council (if a member of council).

227 **#Article 5: Membership and Dues**
228

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

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

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

239 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,
240 shall offer membership to students.
241

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

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

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

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

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

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

268 **Section 11.** The membership term is July 1 to June 30.
269

270 **Section 12.** Payment of Virginia PTA and National PTA dues:
271

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

275
276 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office
277 before November 1. Additional membership dues received after November 1 shall be
278 remitted to Virginia PTA at the Virginia PTA state office before December 1.
279 Membership dues received after December 1 shall be remitted to Virginia PTA at the
280 Virginia PTA state office before March 1. Membership dues received after March 1 shall
281 be remitted to Virginia PTA at the Virginia PTA state office before June 30.

282
283 c. A list of members who joined the association during the reporting period shall be kept
284 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.

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

291
292 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
293 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
294 Life Achievement Award provides only National Convention guest privileges upon payment of the
295 convention registration fee.

296
297 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
298 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
299 unit.

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

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302
303 **Section 1.** The officers of this PTSA shall consist of:

304 #a. One (1) president.

305
306
307 b. Two (2) vice president(s).

308 #c. A secretary.

309
310
311 #d. One (1) treasurer.

312
313 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
314 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
315 board, standing or special committees, or to serve as a delegate or alternate to the council or
316 district.

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

319

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

321

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

326

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

331

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

334

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

336

337 a. Officers shall be elected at the general membership election meeting in the month of
338 **May** or June.

339

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

345

346 c. Officers, except the treasurer, shall assume their official duties immediately following
347 the close of the meeting in the month of **May or June**. The treasurer shall assume his/her
348 official duties upon the completion of the auditing process outlined in these bylaws.

349

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

355

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

357

358 a. A vacancy occurring in any office except that of president shall be filled for the
359 unexpired term by a person elected by a majority vote of the Executive Board at their
360 next scheduled meeting. In case of a vacancy in the office of president, the first vice
361 president shall become president and shall hold office for the balance of the term. In the
362 interim, the duties of the vice president shall be delegated by the president.

363
364 b. In the event of a vacancy in the office of president, and also in the absence of a vice
365 president, the general membership shall elect the next president.

366
367 c. If there is more than one nominee for any office, then the voting shall be by ballot. A
368 majority of the votes cast shall constitute which nominees are elected. However, if there
369 is but one nominee for office, election for that office may be by voice vote. If by ballot
370 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.

371
372 d. When a ten (10) day notice of the election is given, a majority of votes cast shall
373 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
374 be required.

375
376 **Article 7: Duties of Officers**

377
378 **Section 1.** The president shall:

379 a. Preside at all meetings of this local PTSA.

380
381 b. Coordinate the work of the officers and committees of this local PTSA in order that the
382 purposes may be promoted.

383
384 #c. Submit this local PTA/PTSA officers' contact information form and verification of
385 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
386 office immediately upon election of officers annually.

387
388 d. Perform such other duties as may be prescribed in these bylaws.

389
390 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
391 nominating committee.

392
393
394 **Section 2.** The vice president(s) shall:

395 a. Act as aide(s) to the president.

396
397 b. In their designated order, perform the duties of the president in the absence or inability
398 of the officer to act.

399
400
401 1. The First Vice President will serve as the Programs and Activities Chair

402
403 2. The Second Vice President will serve as the Administration, Policy, and
404 Procedures Chair

405
406 c. Perform other delegated duties as assigned

408 d. In the event that one Vice President position goes unfilled, the other Vice President
409 shall assume the duties of the unfilled Vice President position.

410
411 **#Section 3.** The secretary shall:

- 412 a. Record the minutes of all meetings of the local PTA/PTSA.
413
414 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
415
416 c. Maintain a membership list as required by Virginia PTA.
417
418 d. Perform other delegated duties as assigned.
419

420
421 **#Section 4.** The treasurer shall:

- 422 a. Have custody of all funds and finances of the local PTA/PTSA.
423
424 b. Keep a full and accurate account of receipts and expenditures as described in these
425 bylaws.
426
427 c. Make disbursements as authorized by the president, executive board, or general
428 membership in accordance with the budget adopted by the general membership.
429
430 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
431 president.
432
433 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
434 other times when requested by the executive board.
435
436 f. Prepare an annual financial report at the close of the fiscal year.
437
438 g. Have the accounts examined according to the auditing procedures outlined in these
439 bylaws.
440
441 h. Submit a copy of the fiscal year-end financial review report to the Virginia PTA state
442 office within fifteen (15) days following the adoption of the audit by the membership.
443
444 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
445 sent to the Virginia PTA state office within fifteen (15) days of filing.
446
447 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
448 PTA dues for membership received prior to November 1. Remit by December 1, dues
449 received after November 1. Remit by March 1, dues received after December 1. Remit by
450 June 30, all Virginia PTA and National PTA dues received after March 1.
451
452 k. Perform other delegated duties as assigned.
453

454
455 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
456 the term of office or in case of resignation, each officer shall turn over to the president, without
457 delay, all records, books, and other materials pertaining to the office.

458 **Article 8: Executive Committee**

459
460 **Section 1.** The executive committee shall consist of the elected officers of the association.

461
462 **Section 2.** The executive committee shall:

- 463
464 a. Develop goals, with input and guidance from the school Principal, for the local
465 PTA/PTSA for presentation to the executive board and general membership for approval.
466
467 b. Appoint standing committee chairmen and members of the standing and special
468 committees, except the nominating committee.
469

470
471 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
472 purpose of identifying standing committees. Standing committee chairmen may be identified at
473 this time or at the start of the next school year. Special committees may be identified as
474 necessary and formed, with Special Committee Chairmen, at the start of the next school year.
475 Members of the standing and special committees shall be appointed as soon as possible after the
476 appointment of the committee chairmen.
477

478 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
479 majority of the executive committee, two days' notice having been given. A quorum of the
480 executive committee shall be a majority of the members of the committee then in office.
481

482 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
483 meeting. Only the president shall have the authority to call for an electronic vote and to establish
484 the guidelines for that vote. The established quorum of the executive committee shall prevail.
485 Voting results must be recorded in the minutes and ratified at the next executive committee
486 meeting.
487

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

494 **Article 9: Executive Board**

495
496 **Section 1.** The executive board of this local PTSA shall consist of the elected officers and the
497 chairmen of the standing committees. The principal of the school or his/her designee and a staff
498 representative or his/her alternate, appointed by the principal or elected by the faculty, also may

499 serve on the executive board. The chairmen of the standing committees shall be appointed by the
500 officers of the association not more than thirty (30) days following the election of officers.

501
502 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
503 association's board at the local, council, district, region, state, or national level while serving as a
504 paid employee of, or under contract to, that constituent association.

505
506 **Section 3.** The executive board shall:

507
508 a. Transact necessary business in the intervals between general membership meetings and
509 such other business as may be referred to it by this local PTSA and present a report to
510 the general membership at the general membership meetings.

511
512 b. Create, change or eliminate standing and special committees.

513
514 c. Approve the plans of work of the standing and special committees.

515
516 #d. Select an auditing committee, experienced auditor, or attend an external audit
517 exchange.

518
519 #e. Approve the proposed budget to be presented to the general membership for adoption.

520
521 #f. Obtain general membership approval for any changes to the adopted budget over five
522 hundred dollars (\$500.00) per fiscal year.

523
524 **#Section 4.** Financial Review Procedures:

525
526 a. The executive board shall select an auditing committee, experienced auditor or choose
527 to participate in an external financial multi-review (former known as audit exchange)
528 prior to the end of the fiscal year. A financial review committee shall consist of no fewer
529 than three (3) members and no one with signature authority shall sit on their own unit's
530 committee. All financial reviews shall be coordinated with at least one (1) other
531 PTA/PTSA unit.

532
533 b. The local PTA/PTSA treasurer shall submit books to the financial reviewing
534 committee, experienced auditor, or the external financial multi-review at the end of the
535 fiscal year. The report of the financial review shall be submitted in writing to the
536 executive board prior to finalization of the proposed budget for the coming school year.

537
538 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
539 a term select a committee for financial review or an experienced auditor within one (1)
540 week of the resignation. The financial review shall be performed with fiscal year-end
541 procedures and shall be complete within three (3) weeks of the resignation. This financial
542 review shall not be performed in lieu of the year-end audit.

544 d. The newly elected treasurer shall not undertake any banking responsibilities of that
545 office with the exception of depository duties, reconciliation of bank statements, change of
546 signatory or other clerical duties not requiring signatory until the financial review is
547 presented to the executive board.

548
549 e. All reports of the financial review shall be presented to the general membership for
550 adoption. The fiscal year-end financial review report shall be presented to the membership
551 for adoption at the first general membership meeting held after the completion of the
552 report. A copy of the fiscal year-end financial review shall be sent to the Virginia PTA
553 state office within fifteen (15) days following the adoption of the report by the general
554 membership.

555
556 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
557 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
558 filing.

559
560 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
561 qualifications or fulfill the duties of the position, that person may be removed from the board by
562 a majority vote of the executive board.

563
564 **Section 6.** The executive board shall hold at **least five (5)** meetings during the year. The time and
565 place of meetings shall be set at the first meeting of the executive board after their election.
566 Special meetings of the executive board may be called by the president or by a majority of the
567 members of the executive board, **two (2)** days' notice being given. A quorum of the executive
568 board members shall be a majority of the members of the executive board then in office.

569
570 **#Section 7:** The executive board shall reserve the right to vote on business via electronic
571 meeting. Only the president shall have the authority to call for an electronic meeting and to
572 establish the guidelines for voting. The established quorum of the executive board shall prevail.
573 Voting results must be recorded in the minutes and the minutes must be accepted by the
574 executive board at the next executive board meeting.

575
576 **#Section 8.** The executive board may hold meetings by telephone conference or through other
577 electronic communications media so long as all the members can simultaneously hear each other
578 and participate during the meeting. Some or all of the members may participate electronically at
579 a meeting held at a central location so long as all the members can simultaneously hear each
580 other and participate during the meeting.

581 582 **Article 10: Committees**

583
584 **#Section 1.** Chairmen and members of all standing and special committees shall be members of
585 this local PTA/PTSA.

586
587 **Section 2.** The executive board may create, change or eliminate such standing committees as it
588 may deem necessary to promote the purposes and carry on the work of the local PTSA. Standing

589 committee chairmen and committee members shall be appointed by the executive committee,
590 except for the nominating committee. In the absence of an executive committee then the
591 executive board shall make the appointments. The term of each chairman shall be **one (1)** year
592 or until the selection of a successor. No chairman shall be eligible to serve in the same capacity
593 for more than **four (4) consecutive terms.**

594
595 **Section 3.** The executive board may create, change or eliminate such special committees as it
596 may deem necessary or as may be directed by the local PTSA. Special committee chairmen and
597 committee members shall be appointed by the executive committee. In the absence of an
598 executive committee then the executive board shall make the appointments. The term of each
599 special committee chairman is ended upon completion of the task assigned to the committee. No
600 special committee chairman shall be eligible to serve in the same capacity for more than **four (4)**
601 **consecutive terms.**

602
603 **Section 4.** The chairman of each standing and special committee shall present a plan of work to
604 the executive board for approval. No committee work shall be undertaken without the consent of
605 the executive board.

606
607 **#Section 5.** The committee shall reserve the right to vote on business via electronic meeting.
608 Only the committee chair shall have the authority to call for an electronic meeting and to
609 establish the guidelines for voting. The established quorum of the committee shall prevail.
610 Voting results must be recorded in the minutes and the minutes accepted by the committee at the
611 next committee meeting.

612
613 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
614 communications media so long as all the members can simultaneously hear each other and
615 participate during the meeting. Some or all of the members may participate electronically at a
616 meeting held at a central location so long as all the members can simultaneously hear each other
617 and participate during the meeting.

618
619 **Section 7.** The quorum of any committee shall be a majority of its members.

620
621 **Section 8.** The president shall serve as ex-officio member of all committees of this local PTSA
622 except the nominating committee. **The President may also designate another Executive Committee**
623 **member to serve as ex-officio member of all committee of this local PTSA except the nominating**
624 **committee.**

625
626 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,
627 books and other materials pertaining to the committee at the end of the term served or when
628 departing office.

629
630 **Article 11: General Membership Meetings**

631
632 **Section 1.** Regular meetings of this local PTSA shall be held at least **five (5)** times during the
633 school year, **five (5)** days' notice having been given.

634
635 **Section 2.** The general membership election meeting shall be held in **May or June.**

636
637 **Section 3.** Special meetings of this local PTSA may be called by the president or by a majority
638 of the executive board, **two (2)** days' notice having been given.

639
640 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
641 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by
642 the verified members of this local PTSA. The President shall reserve the right to call for a vote
643 on business via electronic meeting. **Only** the president shall have this authority to call for an
644 electronic vote and to establish the guidelines for that vote. The established quorum of the PTSA
645 General Membership Meeting, established in Section 5 below, shall prevail. Voting results must
646 be recorded in the minutes and ratified at the next General Membership Meeting.

647
648 **Section 5.** General Membership Meetings may be held through electronic communications media
649 so long as all the members can simultaneously hear each other and participate during the
650 meeting. Some or all of the members may participate electronically at a meeting held at a central
651 location so long as all the members can simultaneously hear each other and participate during the
652 meeting.

653
654 **Section 6.** **Ten (10)** members, shall constitute a quorum for the transaction of business in any
655 meeting of this local PTSA.

656 **Article 12: Council Membership**

657 **Section 1. Selection of delegates:**

658
659
660
661 a. This local PTSA shall (MAY) be represented in meetings of the Fairfax County Council
662 Parent Teacher Association by the president or alternate and/or the principal or alternate serving as
663 delegate(s).

664 b. Delegates and alternates shall be Elected or appointed (select one) in Insert month.

665
666 e. Delegates to the Insert Name of Council Council PTA shall serve for a term of Insert
667 number year(s) or until the selection of a successor. No delegate shall serve for more than
668 two (2) consecutive terms.

669
670
671 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
672 Fairfax County Council PTA.

673 **Section 3. Responsibilities of delegates:**

674
675
676 a. Delegates shall report activities of the council to the local PTSA and shall present
677 to council such matters as may be referred to it by the local PTSA.

678

679 b. Delegates shall vote on all issues as instructed by their local PTSA; but if not
680 instructed, they shall use their own discretion, except as provided by council bylaws.
681

682 #Article 13: District Membership

683
684 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
685 This local PTA/PTSA is in the NOVA District of Virginia PTA.
686

687 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
688 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
689 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
690 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.
691

692 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
693 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
694 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
695 delegate for each fifty (50) memberships or major fraction thereof.
696

697 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
698 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
699 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
700 instructed, they shall use their own discretion.
701

702 #Article 14: Fiscal Year

703
704 The fiscal year of this local PTSA shall begin on July 1 and end on June 30.
705
706

707 #Article 15: Parliamentary Authority

708
709 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern
710 National PTA and its constituent associations in all cases in which they are applicable and in which
711 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
712 PTA, or the Virginia Non-Stock Corporation Act and Articles of Incorporation.
713

714 #Article 16: Local Unit Bylaws Revisions and Amendments

715
716 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia
717 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on
718 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)
719 years from the Virginia PTA Bylaws Committee date of approval.
720

721 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:
722

723 a. A committee shall be appointed to submit a revised set of bylaws as a substitute for

724 existing bylaws or to submit an amendment to current bylaws.

725
726 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA
727 provided notice and a copy of the proposed bylaws revision or amendments are provided to
728 the membership at least thirty (30) days prior to the meeting at which the revision or the
729 amendments are to be voted upon. A quorum shall be established at the meeting in which
730 voting takes place. The revision or amendments are subject to approval by the Virginia
731 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed
732 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
733 voting.

734
735 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
736 accordance with the bylaws of Virginia PTA.

737
738 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
739 sections that are identified by the pound symbol (#).

740
741 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
742 identified by the pound symbol (#) shall serve to automatically and without requirement of
743 further action by the local PTA/PTSA to amend correspondingly its bylaws.

744
745 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
746 serve automatically and without the requirement of further action by this local PTA/PTSA to
747 amend correspondingly the bylaws of this local PTA/PTSA.

748
749 **#Required by Virginia PTA in all district, council, and local unit bylaws.**