

**VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Robert Frost Middle School/ Fairfax County were approved by the membership at its meeting on January 13, 2014.

Signed: Monica M. Cameron Monica M. Cameron  
President

703-608-1289 daytime phone number

703-359-4298 evening phone number

monica.cameron@cox.net e-mail:

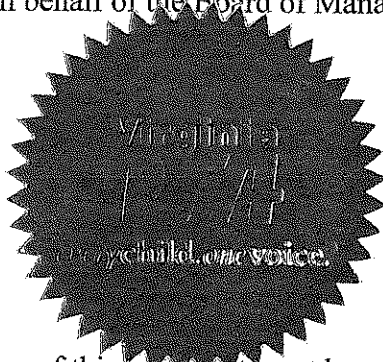
Signed: Jennifer Willey Jennifer Willey  
Secretary

Signed: Linda Vasquez Linda Vasquez  
Bylaws Committee Chairman

\*\*\*\*\*

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

Approved on behalf of the Board of Managers by the Virginia PTA/PTSA Bylaws Committee:



Nicole Sheppard  
State Bylaws Committee

March 1, 2014  
Date

**Note:** Bylaws of this local unit must be submitted for review to the Virginia PTA/PTSA by January 13, 2019 (2019) to remain a 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.

**ROBERT FROST MIDDLE SCHOOL PTA**  
**TABLE OF CONTENTS**

<b># ARTICLE I: NAME</b>	<b>3</b>
<b>#ARTICLE II: ARTICLES OF ORGANIZATION</b>	<b>3</b>
<b>#ARTICLE III: PURPOSES</b>	<b>3</b>
<b>#ARTICLE IV: BASIC POLICIES</b>	<b>4</b>
<b>#ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND VIRGINIA PTA</b>	<b>4</b>
<b>#ARTICLE VI: AUDITING PROCEDURES</b>	<b>8</b>
<b>#ARTICLE VII: MEMBERSHIP AND DUES</b>	<b>8</b>
<b>ARTICLE VIII: OFFICERS AND THEIR ELECTION</b>	<b>10</b>
<b>ARTICLE IX: DUTIES OF OFFICERS</b>	<b>11</b>
<b>ARTICLE X: EXECUTIVE COMMITTEE</b>	<b>12</b>
<b>ARTICLE XI: EXECUTIVE BOARD</b>	<b>13</b>
<b>ARTICLE XII: GENERAL MEMBERSHIP MEETINGS</b>	<b>13</b>
<b>ARTICLE XIII; COMMITTEES</b>	<b>14</b>
<b>ARTICLE XIV: COUNCIL MEMBERSHIP</b>	<b>14</b>
<b>ARTICLE XV: DISTRICT MEMBERSHIP</b>	<b>15</b>
<b>#ARTICLE XVI: FISCAL YEAR</b>	<b>15</b>
<b>#ARTICLE XVII: PARLIAMENTARY AUTHORITY</b>	<b>15</b>
<b>#ARTICLE XVIII: LOCAL UNIT BYLAWS REVISIONS AND AMENDMENTS</b>	<b>15</b>
<b>#ARTICLE XIX: APPROVAL OF BYLAWS</b>	<b>16</b>

1  
2  
3  
4  
5  
6  
7  
8

**ROBERT FROST MIDDLE SCHOOL  
PARENT TEACHER ASSOCIATION  
LOCAL UNIT BYLAWS**

9  
10  
11  
12  
13  
14

**#ARTICLE I: NAME**

15  
16  
17  
18  
19  
20  
21  
22

The name of this association is the Robert Frost Middle School Parent Teacher Association located in Fairfax County, Virginia. It is a local PTA organized under the authority of the Virginia Congress of Parents and Teachers (the Virginia PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

23  
24  
25  
26  
27  
28  
29  
30  
31  
32

**#ARTICLE II: ARTICLES OF ORGANIZATION**

33  
34  
35  
36  
37  
38  
39  
40

The articles of organization of a constituent association include (a) the bylaws of such association and (b) the certificate of incorporation or articles of incorporation of such association (in cases in which the association is a corporation) or the articles of organization by whatever name (in cases in which the association exists as an unincorporated association).

41  
42  
43  
44  
45  
46  
47  
48  
49

**#ARTICLE III: PURPOSES**

**Section 1.** The purposes of the Robert Frost Middle School PTA, in common with those of the Virginia PTA and the National PTA, are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**Section 2.** The purposes of the Virginia PTA, the National PTA and the Robert Frost Middle School PTA are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

**Section 3.** The association is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code (hereinafter "Internal Revenue Code").

1  
2  
3 **#ARTICLE IV: BASIC POLICIES**  
4

5 The following are basic policies of the Robert Frost Middle School PTA in common with those of the  
6 Virginia PTA and the National PTA:  
7

- 8 a. The association shall be noncommercial, nonsectarian, and nonpartisan.  
9  
10 b. The association shall work with the schools to provide quality education for all children and  
11 youth and shall seek to participate in the decision-making process establishing school policy,  
12 recognizing that the legal responsibility to make decisions has been delegated by the people to  
13 boards of education, state education authorities, and local education authorities.  
14  
15 c. The association shall work to promote the health and welfare of children and youth, and shall  
16 seek to promote collaboration among parents, schools and the community at large.  
17  
18 d. No part of the net earnings of the association shall inure to the benefit of, or be distributable to  
19 its members, directors, trustees, officers or other private persons except that the association  
20 shall be authorized and empowered to pay reasonable compensation for services rendered and  
21 to make payments and distribution in furtherance of the purposes set forth in Article III hereof.  
22  
23 e. Notwithstanding any other provision of these articles, the association shall not carry on any  
24 activities not permitted to be carried on (i) by an association exempt from Federal income tax  
25 under Section 501(c) (3) of the Internal Revenue Code, or (ii) by an association, contributions  
26 to which are deductible under Section 170(c)(2) of the Internal Revenue Code.  
27  
28 f. Upon dissolution of this association, after paying or adequately providing for the debts and  
29 obligations of the association, the remaining assets shall be distributed to one or more nonprofit  
30 funds, foundations, or associations that have established their tax-exempt status under Section  
31 501(c) (3) of the Internal Revenue Code and whose purposes are in accordance with those of  
32 the Virginia PTA and the National PTA.  
33  
34 g. The association or members in their official capacities shall not, directly or indirectly,  
35 participate or intervene (in any way, including publishing or distributing of statements) in any  
36 political campaign on behalf of, or in opposition to, any candidate for public office, or devote  
37 more than an insubstantial part of its activities to attempting to influence legislations by  
38 propaganda or otherwise.  
39  
40 h. The association may cooperate with other associations and agencies concerned with child  
41 welfare, but a PTA representative shall make no commitments that bind the group he/she  
42 represents.  
43  
44

45 **#ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND VIRGINIA PTA**  
46

47 **Section 1.** Local PTA/PTSAs shall be organized and chartered under the authority of the Virginia PTA in  
48 the area in which the local PTA/PTSA functions, in conformity with such rules and regulations, not in  
49 conflict with the bylaws of the National PTA, as the Virginia PTA may in its bylaws prescribe.  
50

1 **Section 2.** The Virginia PTA shall issue to each local PTA/PTSA in its area an appropriate charter  
2 evidencing the due association and good standing of the local PTA/PTSA.

3 A local PTA/PTSA in good standing is one which:  
4

- 5 a. Adheres to the purposes and basic policies of the PTA;
- 6
- 7 b. Has a minimum of three (3) elected officers, to include president and treasurer;
- 8
- 9 c. Remits the state and national portion of dues to the Virginia PTA by dates designated in  
10 these bylaws;
- 11
- 12 d. Has bylaws approved according to the procedures of the Virginia PTA; and
- 13
- 14 e. Submits local unit officers contact information form and verification of local unit's  
15 employer identification number (EIN) to the state office immediately upon election of  
16 officers and no later than June 15 annually;
- 17
- 18 f. Submits a copy of the fiscal year-end audit report and minutes of the meeting at which it  
19 was adopted shall be sent to the state office within thirty (30) days following the adoption  
20 of the audit report by the general membership;
- 21
- 22 g. Submits a copy of the filed 990 or 990EZ to the state office within fifteen  
23 (15) days of filing;
- 24
- 25 h. Meets other criteria as may be prescribed by the Virginia PTA.
- 26

27 **Section 3.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as may be  
28 approved by the Virginia PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or  
29 the bylaws of the Virginia PTA.  
30

31 **Section 4.** Bylaws of each constituent association shall include an article on amendments.  
32

33 **Section 5.** Each local PTA/PTSA shall keep such permanent books of account and records as shall be  
34 sufficient to establish the items of gross income, receipts, and disbursements of the association including,  
35 specifically, the number of its members, the dues collected from its members, and the amounts of dues  
36 remitted to the Virginia PTA. Such books of account and records shall at all reasonable times be open to  
37 inspection by an authorized representative of the Virginia PTA or, where directed by the committee on state  
38 and national relationships, by a duly authorized representative of the National PTA. Such authorized  
39 representative shall have full access in cases where account information and records are required from  
40 banks.  
41

42 **Section 6.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such  
43 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances  
44 provided in the bylaws of the Virginia PTA.  
45

46 **Section 7.** Each local PTA/PTSA is obligated upon withdrawal of its charter by the Virginia PTA:  
47

- 48 a. To yield up and surrender all of its books and records and all of its assets and property to the  
49 Virginia PTA or to such agency as may be designated by the Virginia PTA or to another local  
50 PTA/PTSA organized under the authority of the Virginia PTA;

- 1  
2 b. To cease and desist from the further use of any name that implies or connotes association with  
3 the National PTA or the Virginia PTA or status as a constituent association of the National  
4 PTA; and  
5  
6 c. To carry out promptly, under the supervision and direction of the Virginia PTA, all proceedings  
7 necessary or desirable for the purpose of dissolving such local PTA/PTSA.  
8

9 **Section 8.** Each officer or board member of a local PTA/PTSA shall be a member of such local  
10 PTA/PTSA.  
11

12 **Section 9.** A PTA/PTSA member shall not serve as a voting member of a constituent association's board at  
13 the local, council, district, region, state or national level while serving as a paid employee of, or under  
14 contract to, that constituent association.  
15

16 **Section 10.** Each local PTA/PTSA shall collect dues from its members and shall remit a portion of such  
17 dues to the Virginia PTA by dates designated in these bylaws.  
18

19 **Section 11.** Only members of a local PTA/PTSA who have paid dues for the current membership year may  
20 participate in the business of that association.  
21

22 **Section 12.** Bylaws of each constituent association shall include a provision establishing a quorum.  
23

24 **Section 13.** The members of the nominating committee for officers of a constituent association shall be  
25 elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.  
26

27 **Section 14.** The bylaws of all constituent associations shall prohibit voting by proxy, (unless proxy voting is  
28 specified by applicable state law).  
29

30 **Section 15.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of such  
31 of these bylaws as are identified by the state symbol #.  
32

33 **Section 16.** The adoption of an amendment to any provision of the bylaws of the National PTA shall serve  
34 automatically and without the requirement of further action by the local PTA/PTSA to amend  
35 correspondingly the bylaws of the local PTA/PTSA. Notwithstanding the automatic character of the  
36 amending process, the local PTA/PTSA shall promptly incorporate such amendments in their respective  
37 bylaws.  
38

39 **Section 17.** Local units may address legislative items or issues if the position on the legislative item or issue  
40 does not conflict with that of the Virginia PTA Legislation Program. The local unit's name must be used  
41 and not that of the Virginia PTA.  
42

43 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as approved by a  
44 two-thirds (2/3) vote of members present and voting after having been given at least thirty (30) days written  
45 notice. The amount of such annual dues shall include the portions payable to the local unit, Virginia PTA  
46 and the National PTA.  
47

48 **Section 19.** Any dissolution of a local unit and termination of its affairs shall take place in the following  
49 manner:  
50

- 1 a. The executive board shall adopt a written resolution recommending that the local PTA/PTSA be  
2 dissolved and directing that the question of such dissolution be submitted to a vote at a special  
3 meeting of the general membership having voting rights at the time of the meeting;  
4
- 5 1. Only those funds approved by the general membership in the current budget year may be  
6 spent. All other funds shall be frozen until the question of dissolution is decided;  
7
- 8 2. Written notice of the adoption of such resolution accompanied by a copy of the notice of  
9 the special meeting of members shall be given to the president of Virginia PTA at least  
10 thirty (30) days before the date fixed for such special meeting of the members;  
11
- 12 3. A complete membership list including contact information shall be provided to the state  
13 office at least thirty (30) days before the date fixed for such special meeting of the  
14 members;  
15
- 16 b. Written notice stating the purpose of such meeting to consider the dissolving the local PTA/PTSA  
17 shall be given to each member at least thirty (30) days prior to the date of such meeting. Such  
18 meeting shall be held only during the academic year of the school involved  
19
- 20 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA to consider  
21 the resolution to dissolve. The dissolution quorum includes the required quorum for general  
22 membership meetings per local unit bylaws plus a majority of the executive board members.  
23
- 24 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated representative,  
25 shall be permitted to attend the meeting and shall be allowed to speak for a minimum of sixty (60)  
26 minutes followed by a maximum of sixty (60) minutes question and answer session.  
27
- 28 e. Voting shall be by ballot.  
29
- 30 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of the  
31 resolution and who continue to be members on the date of the special meeting shall be entitled to  
32 vote on dissolution.  
33
- 34 g. Upon adoption to dissolve, the unit's charter will be withdrawn by Virginia PTA in accordance with  
35 state bylaws.  
36

37 **Section 20.** One (1) president shall preside over local PTA/PTSA associations as prescribed in its bylaws.  
38

39 **Section 21.** One (1) treasurer shall be responsible for all PTA/PTSA funds and finances.  
40

41 **Section 22.** A local unit is required to file a 990 or 990EZ per IRS regulations. A copy of the report filed  
42 shall also be forwarded to the state office within fifteen (15) days of filing.  
43

44 **Section 23.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with the  
45 ending date the last day of a calendar month.  
46  
47  
48  
49  
50

1 #ARTICLE VI: AUDITING PROCEDURES  
2

3 **Section 1.** An auditing committee or a professional auditor shall be selected by the executive board prior  
4 to the end of the fiscal year. An auditing committee shall consist of no fewer than three (3) members and no  
5 one with signature authority shall sit on the auditing committee.  
6

7 **Section 2.** The local unit treasurer shall submit the books to the auditing committee or the professional  
8 auditor at the end of the fiscal year. The audit report shall be submitted in writing to the executive board  
9 prior to finalization of the proposed budget for the coming school year.  
10

11 **Section 3.** The executive board of a local PTA shall, upon resignation of the treasurer during a term, select  
12 an auditing committee or a professional auditor within one (1) week of the resignation. The audit shall be  
13 performed with fiscal year end auditing procedures and shall be completed within three (3) weeks of the  
14 resignation. This audit shall not be performed in lieu of the year-end audit.  
15

16 **Section 4.** The newly elected treasurer shall not undertake any banking responsibilities of that office with  
17 the exception of depository duties, reconciliation of bank statements, change of signatory or other clerical  
18 duties not requiring signatory until the audit is presented to the executive board.  
19

20 **Section 5.** All audit reports shall be presented to the general membership for adoption. The fiscal year-  
21 end audit report shall be presented to the membership for adoption at the first general membership meeting  
22 held after the completion of the report. A copy of the fiscal year-end audit shall be sent to the state office  
23 within thirty (30) days following the adoption of the audit by the membership.  
24

25 **Section 6.** Local units shall forward to the state office each year, within fifteen (15) days of filing, a  
26 copy of their Form 990N, 990, or 990EZ as required per IRS regulations.  
27

28 #ARTICLE VII: MEMBERSHIP AND DUES  
29

30 **Section 1.** Every individual who is a member of this PTA is, by virtue of that fact, a member of the  
31 National PTA and of the Virginia PTA by which this PTA is chartered and is entitled to all the benefits of  
32 such membership.  
33

34 **Section 2.** Membership in this PTA shall be open, without discrimination, to anyone who believes in and  
35 supports the mission and purposes of National PTA.  
36

37 **Section 3.** This PTA shall conduct an annual enrollment of members but may admit persons to  
38 membership at any time.  
39

40 **Section 4.** Each member of this PTA shall pay such annual dues to said association as may be prescribed  
41 by the association. The amount of such dues shall include the portion payable to the Virginia PTA (the  
42 "state portion") and the portion payable to the National PTA (the "national portion").  
43

44 **Section 5.** Only members of this PTA shall be eligible to vote in the business meetings of this PTA or to  
45 serve in any of its elected or appointed positions.  
46

47 **Section 6.** The amount of the state portion of each member's dues shall be determined by the Virginia  
48 PTA. The Virginia PTA portion of each member's dues shall be one dollar (\$1.00) per annum. The  
49 national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum.  
50



1 **Section 7.** The state and national portions of the dues paid by each member of this PTA shall be set aside  
2 by this PTA and remitted to the Virginia PTA through such channels and at such times as the state bylaws  
3 may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid  
4 by all members of local PTAs in its area.

5  
6 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as approved by  
7 two-thirds (2/3) vote of members present and voting after having been given at least thirty (30) days' notice.  
8 The amount of such annual dues shall include the portions payable to the local unit, the Virginia PTA and  
9 the National PTA.

10  
11 **Section 9.** PTAs with students in secondary schools shall offer membership to students.

12  
13 **Section 10.** All memberships received during the fiscal year ending June 30 shall expire the following  
14 October 31.

15  
16 **Section 11.** A person may hold membership in one (1) or more local PTA units upon payment of all-  
17 inclusive dues as required in each local unit bylaws.

18  
19 **Section 12.** Payment of State and National Dues

20  
21 a. The state and national portions of the dues paid by each member of a local PTA/PTSA  
22 shall be the property of the Virginia PTA and National PTA, respectively, and shall not  
23 be included in the local unit's budget.

24  
25 b. Membership dues shall be remitted to the treasurer of the Virginia PTA at the Virginia  
26 PTA office on or before December 1. Additional membership dues received after  
27 December 1 shall be remitted to the Virginia PTA treasurer on or before March 1.  
28 Membership dues received after March 1 shall be remitted to the Virginia PTA treasurer  
29 on or before June 30.

30  
31 c. A list of members who joined the association during the reporting period shall be kept by  
32 the local unit and submitted to the Virginia PTA.

33  
34 **Section 13.** Honorary Life Membership in the Virginia PTA may be conferred for distinguished service,  
35 for which a fee shall be paid to the treasurer of the Virginia PTA. This fee shall be deposited in the special  
36 Life Membership-Scholarship Fund of the Virginia PTA. Honorary Virginia Life Membership entitles a  
37 recipient to attend the State Annual Meeting as a non-voting participant without payment of the registration  
38 fee.

39  
40 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service, for which  
41 a fee shall be paid to the treasurer of the National PTA for the Endowment Fund of the National PTA. The  
42 National PTA Life Achievement Award provides only National Convention guest privileges upon payment  
43 of the convention registration fee.

44  
45 **Section 15.** A holder of a National PTA Life Achievement Award or Virginia Honorary Life Membership  
46 may be an active member only upon payment of dues in a local PTA/PTSA unit.

1  
2  
3 **ARTICLE VIII: OFFICERS AND THEIR ELECTION**

4  
5 **#Section 1.** Each officer of this PTA shall be a member of this PTA.

6  
7 **#Section 2.** Only members whose individual dues are paid to this association for the current fiscal year shall be eligible to hold office, to serve on the executive committee, the executive board, a standing or special committee or to serve as a delegate to the council or district.

8  
9 **Section 3.** Officers and their election:

10  
11 a. The officers of this association shall consist of:

12 #1. One (1) president;

13 2. One (1) vice president;

14 3. A recording secretary;

15 #4. One (1) treasurer.

16  
17 b. Officers shall be elected by ballot in the month of May. However, if there is but one nominee for office, election for that office may be by voice vote. A majority of the votes cast shall constitute an election.

18  
19 c. Officers, except the treasurer, shall assume their official duties following the close of the meeting in June. The Treasurer shall assume his/her official duties upon the completion of the auditing process. Officers shall serve for a term of two (2) years or until their successors are elected.

20  
21 d. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. A person who has served in an office for more than one-half (1/2) of a full term shall be deemed to have served a full term in such office

22  
23  
24  
25 **Section 4.** Nominating committee:

26 a. There shall be a nominating committee composed of three (3) members who shall be elected by this PTA at a regular meeting at least two (2) months prior to the election of officers. The committee shall elect its own chairman.

27 b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at a regular meeting no less than thirty (30) days prior to the election meeting. At the election meeting, additional nominations may be made from the floor.

28 c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

29  
30  
31  
32  
33  
34 **Section 5.** Vacancies:

35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48 A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given as prescribed in Article XI, Section 4.

1 In case a vacancy occurs in the office of president, the first vice-president shall automatically become  
2 president and serve notice of the election to fill the vacancy in the office of first vice-president.  
3

## 4 **ARTICLE IX: DUTIES OF OFFICERS**

5

### 6 **Section 1.** The president shall:

7

- 8 a. Preside at all meetings of the association;
- 9
- 10 b. Perform such other duties as may be prescribed in these bylaws or assigned by the  
11 association;
- 12
- 13 c. Be a member ex officio of all committees except the nominating committee;
- 14
- 15 #d. Submit local unit officers' form and verification of the local unit's employer identification  
16 number (EIN) to the state office immediately upon the election of officers and no later than  
17 June 15 annually;
- 18
- 19 e. Coordinate the work of the officers and committees of the association in order that the  
20 purposes may be promoted.  
21

### 22 **Section 2.** The vice president shall:

23

- 24 a. Act as aide to the president;
- 25
- 26 b. In their designated order, perform the duties of the president in the absence or inability of  
27 that officer to act;
- 28
- 29 c. Perform other delegated duties as assigned.  
30

### 31 **Section 3.** The recording secretary shall:

32

- 33 a. Record the minutes of all meetings of the association;
- 34
- 35 b. Keep the official copy of the local unit's bylaws in his/her files;
- 36
- 37 #c. Maintain a membership list as required by the Virginia PTA;
- 38
- 39 d. Perform other delegated duties as assigned.  
40

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

42

- 43 a. Have custody of all the funds of the association;
- 44
- 45 b. Keep a full and accurate account of receipts and expenditures;
- 46
- 47 c. Make disbursements as authorized by the president, executive board, or association in  
48 accordance with the budget adopted by the association;  
49

- 1 #d. Remit by December 1 to the Virginia PTA state office, state and National PTA dues for  
2 memberships received prior to December 1. Remit by March 1, dues received after  
3 December 1 and remit by June 30, all state and National dues received after March 1.  
4
- 5 #e. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the  
6 president;  
7
- 8 f. Present a written financial statement at every meeting of the association and at other times  
9 when requested by the executive board;  
10
- 11 g. Prepare an annual financial report at the close of the fiscal year;  
12
- 13 #h. Have the accounts examined according to the auditing procedures outlined in Article VI;  
14
- 15 #i. When a local unit is required to file a 990 or 990EZ per IRS regulations, a copy of the 990  
16 or 990EZ report shall also be forwarded to the state office upon its completion;  
17
- 18 #j. Submit a copy of the fiscal year-end audit to the state office within thirty (30) days  
19 following the adoption of the audit by the membership;  
20
- 21 k. Perform other duties as assigned.  
22

23 **Section 5.** All officers shall perform the duties outlined in these bylaws and those assigned from time to  
24 time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the  
25 president, without delay, all records, books, and other materials pertaining to the office.  
26

## 27 **ARTICLE X: EXECUTIVE COMMITTEE**

28

29 **Section 1.** The executive committee shall consist of the elected officers of the association and the principal  
30 of the school.  
31

32 **Section 2.** Duties of the executive committee shall be:  
33

- 34 a. To develop goals for the association for presentation to the executive board and general  
35 membership for approval;  
36
- 37 b. And to appoint standing and special committee chairmen and members of the standing and  
38 special committees.  
39

40 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the purpose  
41 of appointing standing committee chairmen. Special committee chairmen shall be appointed as necessary.  
42 Members of the standing and special committees shall be appointed as soon as possible after the  
43 appointment of the committee chairmen.  
44

45 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a majority of  
46 the executive committee, five (5) days' notice having been given. A majority of the executive committee  
47 shall constitute a quorum.  
48  
49  
50

1  
2  
3 **ARTICLE XI: EXECUTIVE BOARD**

4 **Section 1.** The executive board shall consist of the officers of the association and the chairmen of standing  
5 committees. The principal of the school or his/her designee and a representative appointed by the principal  
6 or elected by the faculty also may serve on the executive board. The chairmen of the standing committees  
7 shall be appointed by the officers of the association not more than thirty (30) days following the election of  
8 officers.

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

12  
13 **Section 3.** The duties of the executive board shall be:

- 14  
15 a. To transact necessary business in the intervals between association meetings and such other  
16 business as may be referred to it by the association;  
17  
18 b. To create standing and special committees;  
19  
20 c. To approve the plans of work of the standing and special committees;  
21  
22 d. To present a report at the regular meetings of the association;  
23  
24 #e. To select an auditing committee or professional auditor as outlined in Article VI;  
25  
26 f. To prepare and approve the proposed budget to be presented to the membership for  
27 adoption;  
28  
29 #g. To obtain general membership approval for any changes to the adopted budget over three  
30 hundred dollars (\$300.00).  
31

32 **Section 4.** Regular meetings of the executive board shall be held during the school year, the time to be  
33 fixed by the board at its first meeting of the year. A majority of the executive board members shall  
34 constitute a quorum. Special meetings of the executive board may be called by the president or by a  
35 majority of the members of the board, five (5) days' notice being given.  
36

37 **Section 5.** The executive board shall reserve the right to vote on business via electronic vote. Only the  
38 president shall have the authority to call for an electronic vote and to establish the guidelines for that vote.  
39 The established quorum of the executive board shall prevail. Results must be recorded in the minutes and  
40 ratified at the next executive board meeting.  
41

42 **ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**

43  
44 **Section 1.** Regular meetings of the association shall be held at least seven (7) times during the school year,  
45 unless otherwise provided by the association or by the executive board, ten (10) days' notice having been  
46 given.  
47

48 **Section 2.** Special meetings of the association may be called by the president or by a majority of the  
49 executive board, five (5) days' notice having been given.  
50

1 **Section 3.** The election meeting shall be held in May.  
2

3 **Section 4.** Ten (10) members, as defined in Article V, Section 11, shall constitute a quorum for the  
4 transaction of business in any meeting of this association.  
5

6 **Section 5.** Voting on routine matters may be by voice vote; however, motions requiring a two-thirds (2/3)  
7 affirmative vote (e.g., votes on bylaws) shall be by a rising vote or show of hands by verified members of  
8 this PTA.  
9

### 10 **ARTICLE XIII: COMMITTEES**

11  
12 **#Section 1.** Only members of this association shall be eligible to serve in any elected or appointed  
13 positions.  
14

15 **#Section 2.** Only current members of the association shall serve as a member of a standing or special  
16 committee.  
17

18 **Section 3.** The executive board may create such standing committees as it may deem necessary to  
19 promote the purposes and carry on the work of the association. Standing committee chairmen and  
20 committee members shall be appointed by the elected officers. The term of each chairman shall be two (2)  
21 years or until the selection of a successor. No chairman shall be eligible to serve in the same capacity for  
22 more than two (2) consecutive terms.  
23

24 **Section 4.** The executive board may create such special committees as it may deem necessary or as may  
25 be directed by the association. Special committee chairmen and committee members shall be appointed by  
26 the elected officers. The term of each special committee chairman is ended upon completion of the task  
27 assigned to the committee.  
28

29 **Section 5.** The chairman of each standing and special committee shall present a plan of work to the  
30 executive board for approval. No committee work shall be undertaken without the consent of the executive  
31 board.  
32

33 **Section 6.** The quorum of any committee shall be a majority of its members.  
34

35 **Section 7.** The president shall be an ex-officio member of all committees except the nominating  
36 committee.  
37

38 **Section 8.** Committee chairmen shall turn over to the president, without delay, all records, books and other  
39 materials pertaining to the committee at the end of the term served or when departing office.  
40

### 41 **ARTICLE XIV: COUNCIL MEMBERSHIP**

42  
43 **Section 1.** Selection of delegates  
44

45 a. The association shall be represented in meetings of the Fairfax Council of Parent-Teacher  
46 Associations by the president or alternate, the principal or alternate, and by one (1) delegate  
47 or alternate. All representatives to a council must be members of a local unit.  
48

49 b. Delegates and alternates shall be appointed in June.  
50

- 1 c. Delegates to the Fairfax Council of PTAs shall serve for a term of one (1) year or until the  
2 selection of a successor.  
3

4 **Section 2.** This association shall pay annual dues as prescribed in council bylaws to the Fairfax Council of  
5 PTAs.  
6

7 **Section 3.** Responsibilities of delegates:  
8

- 9 a. Delegates shall report activities of the council to the local unit and shall present to the  
10 council such matters as may be referred to it by the local unit.  
11

- 12 b. Delegates shall vote on all issues as instructed by their association; but if not instructed,  
13 they shall use their own discretion, except as provided by council bylaws.  
14

### 15 #ARTICLE XV: DISTRICT MEMBERSHIP 16

17 **Section 1.** This PTA shall be a member of the district designated by the Virginia PTA. This PTA is in the  
18 Northern Virginia District of the Virginia PTA.  
19

20 **Section 2.** The district shall act as liaison between the Virginia PTA and local units, to coordinate policies  
21 and current programs of local units with those of the Virginia PTA, and shall submit votes cast by local unit  
22 members in their respective districts for the Proposed Legislation Program to the Legislation Committee  
23 chairman for tabulation.  
24

25 **Section 3.** Local units are entitled to be represented at the Annual District Meeting and the District  
26 Legislation Workshop by the president or alternate and three (3) other voting delegates. If the membership  
27 is larger than one hundred (100), there shall be one (1) additional delegate for each fifty (50) memberships  
28 or major fraction thereof.  
29

30 **Section 4.** PTA delegates for the district shall report activities of the district to their associations and shall  
31 present to the district such matters as may be referred to it by their associations. Delegates shall vote on all  
32 issues as instructed by their associations; but if not instructed, they shall use their own discretion.  
33  
34

### 35 #ARTICLE XVI: FISCAL YEAR 36

37 The fiscal year of this PTA shall begin on July 1 and end on June 30.  
38  
39

### 40 # ARTICLE XVII: PARLIAMENTARY AUTHORITY 41

42 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the  
43 National PTA and its constituent associations in all cases in which they are applicable and in which they are  
44 not in conflict with the Bylaws of the Virginia PTA, and the Bylaws of the National PTA, or the articles of  
45 incorporation.  
46  
47  
48  
49

1                   **#ARTICLE XVIII: LOCAL UNIT BYLAWS REVISIONS AND AMENDMENTS**  
2

3       **Section 1.** Bylaws shall be reviewed and amended with the following procedures:  
4

- 5           a.       A committee shall be appointed to submit a revised set of bylaws as a substitute for existing  
6                   bylaws or to submit an amendment to current bylaws.  
7
- 8           b.       Bylaws shall be revised or amended at a regular meeting of the association provided notice  
9                   and a copy of the proposed bylaws revision or amendments are provided to the membership  
10                  at least thirty (30) days prior to the meeting at which the revision or the amendments are to  
11                  be voted upon. A quorum shall be established at the meeting in which voting takes place.  
12                  The revision or amendments are subject to approval by the Virginia PTA Bylaws  
13                  Committee. The proposed bylaws revision or amendments require a two-thirds (2/3) vote  
14                  of the members present and voting.  
15
- 16          c.       Submission of amendments and revised bylaws for approval by the State PTA shall be in  
17                   accordance with the bylaws or regulations of the Virginia PTA.  
18
- 19          d.       Each local PTA shall include in its bylaws provisions corresponding to the provisions of  
20                   such of the bylaws of the Virginia PTA as are identified by the state symbol #.  
21
- 22          e.       The adoption of an amendment to any provision of the Bylaws of the Virginia PTA  
23                   identified by the number symbol (#) shall serve automatically and without requirement of  
24                   further action by the local PTA to amend correspondingly its bylaws. Notwithstanding the  
25                   automatic character of the amending process, the local PTA shall promptly incorporate  
26                   such amendments in its respective bylaws.  
27

28       **Section 2.** The adoption of an amendment to any provision of the Bylaws of the National PTA shall serve  
29                   automatically and without the requirement of further action by the local PTA to amend correspondingly the  
30                   bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local  
31                   PTAs shall promptly incorporate such amendments in their respective bylaws.  
32

33  
34   **#ARTICLE XIX: APPROVAL OF BYLAWS**  
35

36       The bylaws of this association shall be submitted to the State Office every five (5) years for approval by the  
37       Virginia PTA Bylaws Committee on behalf of the Board of Managers.  
38

39  
40       **# Required by the Virginia PTA**