

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Frost Middle School PTA of Fairfax County were approved by the membership at its meeting on May 8, 2019

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(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.

**Robert Frost Middle School
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.

**Robert Frost Middle School
PARENT TEACHER ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

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

#Article 2: Purposes

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

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community.
- b. To raise the standards of home life.
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.

25 d. To promote the collaboration and engagement of families and educators in the
26 education of children and youth.

27
28 e. To engage the public in united efforts to secure the physical, mental, emotional,
29 spiritual, and social well-being of all children and youth, and

30
31 f. To advocate for fiscal responsibility regarding public tax dollars in public education
32 funding.

33
34 **Section 2. Awareness.** The purposes of the PTA are promoted through advocacy and education
35 in collaboration with parents, families, teachers, educators, students, and the public; developed
36 through conferences, committees, projects, and programs; and governed and qualified by the
37 basic principles set forth in Article 3.

38
39 **Section 3. Federal Status.** The association is organized exclusively for the charitable, scientific,
40 literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue
41 Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal
42 Revenue Code”).

43 44 45 **#Article 3: Principles**

46
47 The following are basic principles of the Frost Middle School PTA in common with those of
48 Virginia PTA and National PTA:

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

50
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 shall be organized and chartered under the authority of Virginia PTA in the
74 area in which the local PTA functions in conformity with such rules and regulations, not in conflict
75 with the bylaws of Virginia PTA or National PTA.
76

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

- 80 a. Adhere to purposes and basic policies of the PTA.
- 81
- 82 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
83 and one (1) treasurer.
- 84
- 85 c. Submit local PTA bylaws to the Virginia PTA state office every five (5) years for
86 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
87 Directors.
- 88
- 89 d. Submit local unit officers contact information form and verification of local unit's
90 employer identification number (EIN) to the Virginia PTA state office immediately upon
91 election of officers annually.
- 92
- 93 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within
94 fifteen (15) days following the adoption of the audit report by the general membership.
95
- 96 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office
97 within fifteen (15) days of filing.
- 98
- 99 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
100 designated in these bylaws.
- 101
- 102 h. Provide information for members who have joined the association during the reporting
103 period as prescribed by the Virginia PTA.
- 104
- 105 i. Meet other criteria as may be prescribed by Virginia PTA.
106

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

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

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

119 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
120 PTA/PTSA.
121

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

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

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

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

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

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

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

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

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

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

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

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

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

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

175 1. Only those funds approved by the general membership in the current budget year
176 may be spent.
177

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

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

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

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

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

201 e. Voting shall be by ballot.
202

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

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

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

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

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

223 224 225 226 **#Article 5: Membership and Dues**

227
228 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of
229 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to
230 all the benefits of such membership.

231
232 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
233 who believes in and supports the mission and purposes of National PTA.

234
235 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
236 persons to membership at any time.

237
238 **Section 4.** PTSAs with students in secondary schools, as defined by their local school division,
239 shall offer membership to students.

240
241 **Section 5.** A person may hold membership in one or more local PTA/PTSAs upon payment of all-
242 inclusive dues as required in each local PTA/PTSAs' bylaws.

243
244 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
245 local PTA/PTSA or to serve in any of its elected or appointed positions.

246
247 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by
248 this association. The amount of such dues shall include the portion payable to Virginia PTA (the
249 "state portion") and the portion payable to National PTA (the "national portion").

250
251 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as
252 approved by two-thirds (2/3) vote of members present and voting after having been given at least

253 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the
254 local unit, Virginia PTA and National PTA.

255
256 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be
257 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one
258 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall
259 be two dollars and twenty-five cents (\$2.25) per annum.

260
261 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this
262 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through
263 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to
264 National PTA the amount of the national portion of dues paid by all members of local PTAs in its
265 area.

266
267 **Section 11.** The membership term is July 1 to June 30.

268
269 **Section 12.** Payment of Virginia PTA and National PTA dues:

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

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

281
282 c. A list of members who joined the association during the reporting period shall be kept
283 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.

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

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

295
296 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
297 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
298 unit.

299
300 **Article 6: Officers and Their Election**
301

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

304 #a. One (1) president.
305

306 b. One (1) vice president(s).
307

308 #c. A secretary.
309

310 #d. One (1) treasurer.
311

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

316 **#Section 3.** Nominating committee:
317

318 a. Each member of the nominating committee must be a member of this local PTA.
319

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

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

329 d. Only those persons who have signified their consent to serve, if elected, shall be
330 nominated for or elected to such office.
331

332 **#Section 4.** Officers shall be elected by the following method:
333

334 a. Officers shall be elected at the general membership election meeting in the month of
335 May.
336

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

343 c. Officers, except the treasurer, shall assume their official duties immediately following
344 the close of the meeting in the month of May. The treasurer shall assume his/her official
345 duties upon the completion of the auditing process outlined in these bylaws.

346
347 **#Section 5.** Officers shall serve for a term of two (2) years or until their successors are elected.
348 No person shall hold more than one (1) elected office at a time on this local unit board. No local
349 unit officer shall serve more than two (2) consecutive terms, not to exceed four (4) years in the
350 same office. Officers who have served in an office for more than one-half (1/2) of a full term
351 shall be deemed to have served a full term in such office.

352
353 **#Section 6.** Vacancies in any office shall be filled by the following method:

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

360
361 b. In the event of a vacancy in the office of president, and also in the absence of a vice
362 president, the general membership shall elect the next president.

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

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

372 .
373 **Article 7: Duties of Officers**

374
375 **Section 1.** The president shall:

376
377 a. Preside at all meetings of this local PTA.

378
379 b. Coordinate the work of the officers and committees of this local PTA in order that the
380 purposes may be promoted.

381
382 #c. Submit this local PTA officers' contact information form and verification of this local
383 PTA's employer identification number (EIN) to the Virginia PTA state office
384 immediately upon election of officers annually.

385
386 d. Perform such other duties as may be prescribed in these bylaws.
387

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

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

393 a. Act as aide(s) to the president.
394

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

398 c. Manage the Fall and Spring grant process from application to award
399

400 d. Perform other delegated duties as assigned.
401

402 **#Section 3.** The secretary shall:
403

404 a. Record the minutes of all meetings of the local PTA.
405

406 b. Keep the official copy of the local PTA bylaws in his/her files.
407

408 c. Maintain a membership list as required by Virginia PTA.
409

410 d. Perform other delegated duties as assigned.
411

412 **#Section 4.** The treasurer shall:
413

414 a. Have custody of all funds and finances of the local PTA.
415

416 b. Keep a full and accurate account of receipts and expenditures as described in these
417 bylaws.
418

419 c. Make disbursements as authorized by the president, executive board, or general
420 membership in accordance with the budget adopted by the general membership.
421

422 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
423 president.
424

425 e. Present a written financial statement at every meeting of the local PTA and at other
426 times when requested by the executive board.
427

428 f. Prepare an annual financial report at the close of the fiscal year.
429

430 g. Have the accounts examined according to the auditing procedures outlined in these
431 bylaws.
432

433 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
434 within fifteen (15) days following the adoption of the audit by the membership.

435
436 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
437 sent to the Virginia PTA state office within fifteen (15) days of filing.

438
439 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
440 PTA dues for membership received prior to November 1. Remit by December 1, dues
441 received after November 1. Remit by March 1, dues received after December 1. Remit by
442 June 30, all Virginia PTA and National PTA dues received after March 1.

443
444 k. Perform other delegated duties as assigned.

445
446 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
447 the term of office or in case of resignation, each officer shall turn over to the president, without
448 delay, all records, books, and other materials pertaining to the office.

449 **Article 8: Executive Committee**

450
451 **Section 1.** The executive committee shall consist of the elected officers of the association and
452 the principal of the school.

453
454 **Section 2.** The executive committee shall:

455
456 a. Develop goals for the local PTA for presentation to the executive board and general
457 membership for approval.

458
459 b. Appoint standing and special committee chairmen and members of the standing and
460 special committees, except the nominating committee.

461
462 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
463 purpose of appointing standing committee chairmen. Special committee chairmen shall be
464 appointed as necessary. Members of the standing and special committees shall be appointed as
465 soon as possible after the appointment of the committee chairmen.

466
467 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
468 majority of the executive committee, five (5) days' notice having been given. A quorum of the
469 executive committee shall be a majority of the members of the committee then in office.

470
471 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
472 vote. Only the president shall have the authority to call for an electronic vote and to establish the
473 guidelines for that vote. The established quorum of the executive committee shall prevail. Voting
474 results must be recorded in the minutes and ratified at the next executive committee meeting.

477 **#Section 6.** The executive committee may hold meetings by telephone conference or through
478 other electronic communications media so long as all the members can simultaneously hear each
479 other and participate during the meeting. Some or all of the members may participate
480 electronically at a meeting held at a central location so long as all the members can
481 simultaneously hear each other and participate during the meeting.

482 **Article 9: Executive Board**

483
484
485 **Section 1.** The executive board of this local PTA shall consist of the elected officers and the
486 chairmen of the standing committees. The principal of the school or his/her designee and a staff
487 representative or his/her alternate, appointed by the principal or elected by the faculty, also may
488 serve on the executive board. The chairmen of the standing committees shall be appointed by the
489 officers of the association not more than thirty (30) days following the election of officers.

490
491 **#Section 2.** A PTA member shall not serve as a voting member of a constituent association's
492 board at the local, council, district, region, state, or national level while serving as a paid employee
493 of, or under contract to, that constituent association.

494
495 **Section 3.** The executive board shall:

496
497 a. Transact necessary business in the intervals between general membership meetings and
498 such other business as may be referred to it by this local PTA and present a report to
499 the general membership at the general membership meetings.

500
501 b. Create, change or eliminate standing and special committees.

502
503 c. Approve the plans of work of the standing and special committees.

504
505 #d. Select an auditing committee, experienced auditor, or attend an external audit
506 exchange.

507
508 #e. Approve the proposed budget to be presented to the general membership for adoption.

509
510 #f. Obtain general membership approval for any changes to the adopted budget over three
511 hundred dollars (\$300.00) per fiscal year.

512
513 **#Section 4.** Auditing Procedures:

514
515 a. The executive board shall select an auditing committee, experienced auditor or choose
516 to participate in an external audit exchange prior to the end of the fiscal year. An auditing
517 committee shall consist of no fewer than three (3) members and no one with signature
518 authority shall sit on their own auditing committee. All audit exchanges shall be
519 coordinated with at least one (1) other PTA unit.

520
521 b. The local PTA treasurer shall submit books to the auditing committee, experienced
522 auditor, or the external audit exchange at the end of the fiscal year. The audit report shall

523 be submitted in writing to the executive board prior to finalization of the proposed budget
524 for the coming school year.

525
526 c. The executive board of a local PTA shall upon resignation of the treasurer during
527 a term select an auditing committee or an experienced auditor within one (1) week of the
528 resignation. The audit shall be performed with fiscal year-end auditing procedures and
529 shall be complete within three (3) weeks of the resignation. This audit shall not be
530 performed in lieu of the year-end audit.

531
532 d. The newly elected treasurer shall not undertake any banking responsibilities of that
533 office with the exception of depository duties, reconciliation of bank statements, change of
534 signatory or other clerical duties not requiring signatory until the audit is presented to the
535 executive board.

536
537 e. All audit reports shall be presented to the general membership for adoption. The fiscal
538 year-end audit report shall be presented to the membership for adoption at the first general
539 membership meeting held after the completion of the report. A copy of the fiscal year-end
540 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
541 adoption of the audit by the general membership.

542
543 f. The local PTA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
544 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
545 filing.

546
547 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
548 qualifications or fulfill the duties of the position, that person may be removed from the board by
549 a majority vote of the executive board.

550
551 **Section 6.** The executive board shall hold at least three (3) meetings during the year. The time
552 and place of meetings shall be set at the first meeting of the executive board after their election.
553 Special meetings of the executive board may be called by the president or by a majority of the
554 members of the executive board, five (5) days' notice being given. A quorum of the executive
555 board members shall be a majority of the members of the executive board then in office.

556
557 **#Section 7:** The executive board shall reserve the right to vote on business via electronic vote.
558 Only the president shall have the authority to call for an electronic vote and to establish the
559 guidelines for that vote. The established quorum of the executive board shall prevail. Voting
560 results must be recorded in the minutes and ratified at the next executive board meeting.

561
562 **#Section 8.** The executive board may hold meetings by telephone conference or through other
563 electronic communications media so long as all the members can simultaneously hear each other
564 and participate during the meeting. Some or all of the members may participate electronically at
565 a meeting held at a central location so long as all the members can simultaneously hear each
566 other and participate during the meeting.

568 **Article 10: Committees**

569
570 **#Section 1.** Chairmen and members of all standing and special committees shall be members of
571 this local PTA.

572
573 **Section 2.** The executive board may create, change or eliminate such standing committees as it
574 may deem necessary to promote the purposes and carry on the work of the local PTA. Standing
575 committee chairmen and committee members shall be appointed by the executive committee,
576 except for the nominating committee. In the absence of an executive committee then the
577 executive board shall make the appointments. The term of each chairman shall be one (1) year
578 or until the selection of a successor. No chairman shall be eligible to serve in the same capacity
579 for more than two (2) consecutive terms.

580
581 **Section 3.** The executive board may create, change or eliminate such special committees as it
582 may deem necessary or as may be directed by the local PTA. Special committee chairmen and
583 committee members shall be appointed by the executive committee. In the absence of an
584 executive committee then the executive board shall make the appointments. The term of each
585 special committee chairman is ended upon completion of the task assigned to the committee. No
586 special committee chairman shall be eligible to serve in the same capacity for more than two (2)
587 consecutive terms.

588
589 **Section 4.** The chairman of each standing and special committee shall present a plan of work to
590 the executive board for approval. No committee work shall be undertaken without the consent of
591 the executive board.

592
593 **#Section 5.** The committee shall reserve the right to vote on business via electronic vote. Only
594 the committee chair shall have the authority to call for an electronic vote and to establish the
595 guidelines for that vote. The established quorum of the committee shall prevail. Voting results
596 must be recorded in the minutes and ratified at the next committee meeting.

597
598 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
599 communications media so long as all the members can simultaneously hear each other and
600 participate during the meeting. Some or all of the members may participate electronically at a
601 meeting held at a central location so long as all the members can simultaneously hear each other
602 and participate during the meeting.

603
604 **Section 7.** The quorum of any committee shall be a majority of its members.

605
606 **Section 8.** The president shall serve as ex-officio member of all committees of this local PTA
607 except the nominating committee.

608
609 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,
610 books and other materials pertaining to the committee at the end of the term served or when
611 departing office.

613 **Article 11: General Membership Meetings**

614
615 **Section 1.** Regular meetings of this local PTA shall be held at least seven (7) times during the
616 school year, ten (10) days' notice having been given.

617
618 **Section 2.** The general membership election meeting shall be held in September.

619
620 **Section 3.** Special meetings of this local PTA may be called by the president or by a majority of
621 the executive board, five (5) days' notice having been given.

622
623 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
624 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
625 verified members of this local PTA.

626
627 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
628 meeting of this local PTA.

629
630
631 **Article 12: Council Membership**

632
633 **Section 1.** Selection of delegates:

634
635 a. This local PTA shall be represented in meetings of the Fairfax Council Parent Teacher
636 Association by the president or alternate, the principal or alternate, and by one delegate or
637 alternate.

638
639 b. Delegates and alternates shall be appointed in June.

640
641 c. Delegates to the Fairfax Council PTA shall serve for a term of one year or until the
642 selection of a successor. No delegate shall serve for more than two (2) consecutive terms.

643
644 **Section 2.** This local PTA shall pay annual dues as prescribed in council bylaws to the Fairfax
645 Council PTA.

646
647 **Section 3.** Responsibilities of delegates:

648
649 a. Delegates shall report activities of the council to the local PTA and shall present to
650 council such matters as may be referred to it by the local PTA.

651
652 b. Delegates shall vote on all issues as instructed by their local PTA; but if not
653 instructed, they shall use their own discretion, except as provided by council bylaws.

654
655 **#Article 13: District Membership**

656
657 **Section 1.** This local PTA shall be a member of the district designated by Virginia PTA. This
658 local PTA is in the Northern Virginia District of Virginia PTA.

659
660 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
661 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
662 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
663 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

664
665 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
666 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
667 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
668 delegate for each fifty (50) memberships or major fraction thereof.

669
670 **Section 4.** Local PTA delegates for the district shall report activities of the district to their local
671 PTA and shall present to the district such matters as may be referred to it by their local PTA.
672 Delegates shall vote on all issues as instructed by their local PTA; but if not instructed, they shall
673 use their own discretion.

674
675
676 **#Article 14: Fiscal Year**

677
678 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.

679
680
681 **#Article 15: Parliamentary Authority**

682
683 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern
684 National PTA and its constituent associations in all cases in which they are applicable and in which
685 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
686 PTA, or the articles of incorporation.

687
688 **#Article 16: Local Unit Bylaws Revisions and Amendments**

689
690 **Section 1.** The bylaws of this Local PTA shall be revised and submitted to the Virginia PTA
691 state office every five (5) years for approval by the Virginia PTA Bylaws Committee on behalf
692 of the Virginia PTA Board of Directors. The revision anniversary date will be five (5) years from
693 the Virginia PTA Bylaws Committee date of approval.

694
695 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

696
697 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for
698 existing bylaws or to submit an amendment to current bylaws.

699
700 b. Bylaws shall be revised or amended at a regular meeting of the local PTA
701 provided notice and a copy of the proposed bylaws revision or amendments are provided to
702 the membership at least thirty (30) days prior to the meeting at which the revision or the
703 amendments are to be voted upon. A quorum shall be established at the meeting in which

704 voting takes place. The revision or amendments are subject to approval by the Virginia
705 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed
706 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
707 voting.

708
709 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
710 accordance with the bylaws of Virginia PTA.

711
712 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
713 sections that are identified by the pound symbol (#).

714
715 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
716 identified by the pound symbol (#) shall serve to automatically and without requirement of
717 further action by the local PTA/PTSA to amend correspondingly its bylaws.

718
719 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
720 serve automatically and without the requirement of further action by this local PTA/PTSA to
721 amend correspondingly the bylaws of this local PTA/PTSA.

722
723 **#Required by Virginia PTA in all district, council, and local unit bylaws.**