

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Olde Creek Elementary School of Fairfax County were approved by the membership at its meeting on November 8, 2018.

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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.

OLDE CREEK ELEMENTARY 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.

1 **OLDE CREEK ELEMENTARY SCHOOL PTA**
2 **PARENT TEACHER ASSOCIATION**
3 **LOCAL UNIT BYLAWS**
4

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

7 The name of this association is the Olde Creek Elementary School Parent Teacher Association
8 located in Fairfax County, Virginia. It is a local PTA organized under the authority of the Virginia
9 Congress of Parents and Teachers (referred to as “Virginia PTA”), a branch of the National
10 Congress of Parents and Teachers (referred to as “National PTA”).
11

12 **#Article 2: Purposes**
13

14 **Section 1. Objectives.** The purpose or purposes (Objects) of Olde Creek Elementary School
15 (OCES) PTA, in common with those of Virginia PTA and National PTA corporation, will
16 hereafter pursue are:
17

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

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

40 **Section 3. Federal Status.** The association is organized exclusively for the charitable, scientific,
41 literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue
42 Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal
43 Revenue Code”).
44
45
46

47 **#Article 3: Principles**

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

- 51
52 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
53
54 b. The association shall work to engage and empower children, families, and educators
55 within schools and communities to provide quality education for all children and youth,
56 and shall seek to participate in the decision-making process by influencing school policy
57 and advocating for children’s issues, recognizing that the legal responsibility to make
58 decisions has been delegated by the people to boards of education, state education
59 authorities, and local education authorities.
60
61 c. The association shall work to promote the health and welfare of children and youth,
62 and shall seek to promote collaboration among families, schools, and the community at
63 large.
64
65 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
66 expertise shall be guiding principles for service in Virginia PTA.
67
68

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

70
71 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
72 association and (b) the certificate of incorporation or articles of incorporation of such association
73 (in cases which the association is a corporation) or the articles of organization by whatever name
74 (in cases in which the association exists as an unincorporated association).
75

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

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

- 83
84 a. Adhere to purposes and basic policies of the PTA.
85
86 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
87 and one (1) treasurer.
88
89 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
90 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
91 Directors.
92

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

204
205 e. Voting shall be by ballot.

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

210
211 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
212 the obligations of the association, the remaining assets shall be distributed to one (1) or
213 more non-profit funds, foundations, or organizations which have established their tax-
214 exempt status under Section 501(c)(3) of the Internal Revenue Code.

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).

226 227 **#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.** All memberships received during the fiscal year ending June 30 shall expire the
269 following October 31.

270

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

272

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

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

283
284 c. A list of members who joined the association during the reporting period shall be kept
285 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.
286

287 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
288 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
289 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership entitles
290 a recipient to attend Virginia PTA annual meeting as a non-voting participant without payment of
291 the registration fee.
292

293 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
294 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
295 Life Achievement Award provides only National Convention guest privileges upon payment of the
296 convention registration fee.
297

298 **Section 15.** A holder of a Virginia PTA Honorary Life Membership holder or National PTA Life
299 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
300 unit.
301

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

303
304 **Section 1.** The officers of this PTA/PTSA shall consist of:
305

306 #a. One (1) President.
307

308 b. One (1) President-Elect.
309

310 c. Four (4) Vice Presidents.
311

312 #d. One (1) Secretary.
313

314 #e. One (1) Treasurer.
315

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

322 **#Section 3.** Nominating committee:
323

324 a. Each member of the nominating committee must be a member of this local PTA/PTSA.
325

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

330 c. The nominating committee shall nominate an eligible person for each office to be filled,
331 except the office of president, and report its nominees to the members at a regular general
332 membership meeting at least thirty (30) days prior to the general membership election
333 meeting. At the general membership election meeting additional nominations may be made
334 from the floor.
335

336 d. Only those persons who have signified their consent to serve, if elected, shall be
337 nominated for or elected to such office. It is understood that the president-elect, by
338 accepting the nomination is agreeing to automatically succeed to the office of president at
339 the end of his/her term as president-elect.
340

341 **#Section 4.** Officers shall be elected by the following method:
342

343 a. Officers shall be elected at the general membership election meeting in the month of
344 May. The president-elect shall automatically succeed the office of president.
345

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

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

356 **#Section 5.** Officers shall serve for a term of one (1) year or until their successors are elected. No
357 person shall hold more than one (1) elected office at a time on this local unit. No local unit
358 officer shall serve more than four consecutive terms, not to exceed four (4) years in the same
359 office; however no person shall serve in the office of president for more than a consecutive term
360 and no person shall serve in the office of president elect for more than a consecutive term.
361 Current Local Unit President shall not serve as President-elect the following term. Officers who
362 have served in an office for more than one-half (1/2) of a full term shall be deemed to have
363 served a full term in such office.
364
365
366

367 **#Section 6.** Vacancies in any office shall be filled by the following method:
368

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

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

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

386 **PROVISO:** The office of president-elect will be initiated in the election of June 2019 with the
387 election of all officers, including the office of president. In the election of June 2020, the current
388 president-elect will automatically succeed into the office of president. With the election of June
389 2019 and all following elections, the office of president will be removed from the election.
390

391 **Article 7: Duties of Officers**

392

393 **Section 1.** The president shall:
394

395 a. Preside at all meetings of this local PTA/PTSA.
396

397 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
398 that the purposes may be promoted.
399

400 #c. Submit this local PTA/PTSA officers' contact information form and verification of
401 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
402 office immediately upon election of officers annually.
403

404 d. Perform such other duties as may be prescribed in these bylaws.
405

406 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
407 nominating committee.
408

409 **Section 2.** The president-elect shall:
410

411 a. Act as aide to the president.
412

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

Section 3. The vice president(s) shall:

- a. Act as aide(s) to the president.
- b. In their designated order, perform the duties of the president in the absence or inability of the officer to act.
- c. The first vice president shall serve as Vice President of Staff Support by recruiting and help support committee chairs of PTA events and activities through regular communication, announcement support and budget coordination;
- d. The second vice president shall serve as Vice President of Student Enrichment by recruiting and help support committee chairs of PTA sponsored student enrichment events and activities through regular communication, and announcement support and budget coordination;
- e. The third vice president shall serve as Vice President of Membership by implementing a membership plan, promoting membership throughout the year, maintaining a current membership list, and collecting dues;
- f. The fourth vice president shall serve as Vice President of Web Services by maintaining the PTA website to remain current with PTA events, activities and communications;
- e. Perform other delegated duties as assigned.

#Section 4. The secretary shall:

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

#Section 5. The treasurer shall:

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

- 459 b. Keep a full and accurate account of receipts and expenditures as described in these
460 bylaws.
461
- 462 c. Make disbursements as authorized by the president, executive board, or general
463 membership in accordance with the budget adopted by the general membership.
464
- 465 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
466 president.
467
- 468 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
469 other times when requested by the executive board.
470
- 471 f. Prepare an annual financial report at the close of the fiscal year.
472
- 473 g. Have the accounts examined according to the auditing procedures outlined in these
474 bylaws.
475
- 476 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
477 within fifteen (15) days following the adoption of the audit by the membership.
478
- 479 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
480 sent to the Virginia PTA state office within fifteen (15) days of filing.
481
- 482 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
483 PTA dues for membership received prior to November 1. Remit by December 1, dues
484 received after November 1. Remit by March 1, dues received after December 1. Remit by
485 June 30, all Virginia PTA and National PTA dues received after March 1.
486
- 487 k. Perform other delegated duties as assigned.
488

489 **#Section 6.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
490 the term of office or in case of resignation, each officer shall turn over to the president, without
491 delay, all records, books, and other materials pertaining to the office.
492

493 **Article 8: Executive Committee**

494
495 **Section 1.** The executive committee shall consist of the elected officers of the association and
496 the principal of the school.

497
498 **Section 2.** The executive committee shall:
499

- 500 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
501 general membership for approval.
502

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

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

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

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

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

Article 9: Executive Board

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

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

Section 3. The executive board shall:

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

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

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

548 #d. Select an auditing committee, experienced auditor, or attend an external audit
549 exchange.

550
551 #e. Approve the proposed budget to be presented to the general membership for adoption.

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

555
556 **#Section 4. Auditing Procedures:**

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

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

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

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

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

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

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

593
594 **Section 6.** The executive board shall hold at least seven (7) meetings during the year. The time
595 and place of meetings shall be set at the first meeting of the executive board after their election.
596 Special meetings of the executive board may be called by the president or by a majority of the
597 members of the executive board, five (5) days' notice being given. A quorum of the executive
598 board members shall be a majority of the members of the executive board then in office.
599

600 **#Section 7:** The executive board shall reserve the right to vote on business via electronic vote.
601 Only the president shall have the authority to call for an electronic vote and to establish the
602 guidelines for that vote. The established quorum of the executive board shall prevail. Voting
603 results must be recorded in the minutes and ratified at the next executive board meeting.
604

605 **#Section 8.** The executive board may hold meetings by telephone conference or through other
606 electronic communications media so long as all the members can simultaneously hear each other
607 and participate during the meeting. Some or all of the members may participate electronically at
608 a meeting held at a central location so long as all the members can simultaneously hear each
609 other and participate during the meeting.
610

611 **Article 10: Committees**

612
613
614 **#Section 1.** Chairmen and members of all standing and special committees shall be members of
615 this local PTA/PTSA.
616

617 **Section 2.** The executive board may create, change or eliminate such standing committees as it
618 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.
619 Standing committee chairmen and committee members shall be appointed by the executive
620 committee, except for the nominating committee. In the absence of an executive committee then
621 the executive board shall make the appointments. The term of each chairman shall be one (1)
622 year(s) or until the selection of a successor. No chairman shall be eligible to serve in the same
623 capacity for more than two (2) consecutive terms.
624

625 **Section 3.** The executive board may create, change or eliminate such special committees as it
626 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen
627 and committee members shall be appointed by the executive committee. In the absence of an
628 executive committee then the executive board shall make the appointments. The term of each
629 special committee chairman is ended upon completion of the task assigned to the committee. No
630 special committee chairman shall be eligible to serve in the same capacity for more than two (2)
631 consecutive tasks.
632

633 **Section 4.** The chairman of each standing and special committee shall present a plan of work to
634 the executive board for approval. No committee work shall be undertaken without the consent of
635 the executive board.
636

637 **#Section 5.** The committee shall reserve the right to vote on business via electronic vote. Only
638 the committee chair shall have the authority to call for an electronic vote and to establish the

639 guidelines for that vote. The established quorum of the committee shall prevail. Voting results
640 must be recorded in the minutes and ratified at the next committee meeting.

641
642 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
643 communications media so long as all the members can simultaneously hear each other and
644 participate during the meeting. Some or all of the members may participate electronically at a
645 meeting held at a central location so long as all the members can simultaneously hear each other
646 and participate during the meeting.

647
648 **Section 7.** The quorum of any committee shall be a majority of its members.

649
650 **Section 8.** The president shall serve as ex-officio member of all committees of this local
651 PTA/PTSA except the nominating committee.

652
653 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,
654 books and other materials pertaining to the committee at the end of the term served or when
655 departing office.

656
657 **Article 11: General Membership Meetings**

658
659 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least seven (7) times during
660 the school year, ten (10) days' notice having been given.

661
662 **Section 2.** The general membership election meeting shall be held in May.

663
664 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
665 majority of the executive board, five (5) days' notice having been given.

666
667 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
668 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
669 verified members of this local PTA/PTSA.

670
671 **Section 5.** Fifteen (15) members, shall constitute a quorum for the transaction of business in any
672 meeting of this local PTA/PTSA.

673
674 **Article 12: Council Membership**

675
676 **Section 1.** Selection of delegates:

677
678 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County Council of
679 Parent-Teacher Association by the president or alternate, the principal or alternate, and by
680 one (1) delegate(s) or alternate(s).

681
682 b. Delegates and alternates shall be appointed in June.

683

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

687
688 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
689 Fairfax County Council PTA.

690
691 **Section 3.** Responsibilities of delegates:

692
693 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
694 to council such matters as may be referred to it by the local PTA/PTSA.

695
696 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
697 instructed, they shall use their own discretion, except as provided by council bylaws.

698
699 **#Article 13: District Membership**

700
701 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
702 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.

703
704 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
705 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
706 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
707 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

708
709 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
710 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
711 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
712 delegate for each fifty (50) memberships or major fraction thereof.

713
714 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
715 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
716 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
717 instructed, they shall use their own discretion.

718
719 **#Article 14: Fiscal Year**

720
721 The fiscal year of this local PTA/PTSA shall begin on July 1st and end on June 30th.

722
723
724 **#Article 15: Parliamentary Authority**

725
726 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern
727 National PTA and its constituent associations in all cases in which they are applicable and in which
728 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
729 PTA, or the articles of incorporation.

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#Article 16: Local Unit Bylaws Revisions and Amendments

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

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

- a. A committee shall be appointed to submit a revised set of bylaws as a substitute for existing bylaws or to submit an amendment to current bylaws.
- b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA provided notice and a copy of the proposed bylaws revision or amendments are provided to the membership at least thirty (30) days prior to the meeting at which the revision or the amendments are to be voted upon. A quorum shall be established at the meeting in which voting takes place. The revision or amendments are subject to approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed bylaws revision or amendments require a two-thirds (2/3) vote of the members present and voting.
- c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in accordance with the bylaws of Virginia PTA.
- d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and sections that are identified by the pound symbol (#).
- e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA identified by the pound symbol (#) shall serve to automatically and without requirement of further action by the local PTA/PTSA to amend correspondingly its bylaws.

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

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