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VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS

Bylaws of the Centreville Elementary School PTA of Centreville, Virginia were approved by the membership at its meeting on June 6, 2019

Signed: [Signature] Charlotte Wright  
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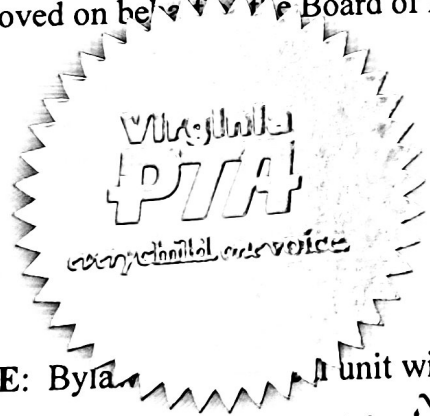
Signed: [Signature] Jennifer Warren  
Secretary Print/Type Name

Signed: [Signature] Shawna Garrett  
Bylaws Committee Chairman Print/Type Name

\*\*\*\*\*

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

Approved on behalf of the Board of Directors by the Virginia PTA Bylaws Committee:



[Signature]  
State Bylaws Committee

August 28, 2019  
Date

NOTE: Bylaws of this unit will take effect on Aug 28, 2019 and must be submitted for review to the Virginia PTA by Aug 28, 2024 to remain a local unit in good standing. Submitting amendments to these bylaws for approval in the interim does not change this 5-year anniversary date when a complete set of bylaws must be submitted for review.

JANUARY 2019

## CENTREVILLE ELEMENTARY SCHOOL PTA BYLAWS INDEX

<u>Article/Title</u>	<u>Page</u>
1. Name and Area	1
2. Purposes	1
3. Principles	2
4. Relationship with National PTA, Virginia PTA and Constituent Associations	2
5. Membership and Dues	6
6. Officers and Their Election	7
7. Duties of Officers	9
8. Executive Committee	11
9. Executive Board	11
10. Committees	13
11. General Membership Meetings	14
12. Council Membership	15
13. District Membership	15
14. Fiscal Year	16
15. Parliamentary Authority	16
16. Local Unit Bylaws Revisions and Amendments	16

### **#PTA Mission**

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

### **#PTA Values**

**Collaboration:** We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

**Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

**Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

**Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

**Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

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**-CENTREVILLE ELEMENTARY SCHOOL  
PARENT TEACHER ASSOCIATION  
LOCAL UNIT BYLAWS**

**#Article 1: Name and Area**

The name of this association is the Centreville Elementary School Parent Teacher Association located in Centreville, 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 Centreville Elementary 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.
- d. To promote the collaboration and engagement of families and educators in the education of children and youth.
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth, and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

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

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

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**#Article 3: Principles**

The following are basic principles of the Centreville Elementary School PTA in common with those of Virginia PTA and National PTA:

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

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

**Section 1.** 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 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).

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

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

- a. Adhere to purposes and basic policies of the PTA.
- b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary, and one (1) treasurer.
- c. Submit local PTA/PTSA bylaws 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

139  
140 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be  
141 elected by the general membership.  
142

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

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

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

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

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

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

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

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

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

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

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

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

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

186  
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 b. Written notice stating the purpose of such meeting to consider dissolving the local  
191 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such  
192 meeting. Such meeting shall be held only during the academic school year.  
193

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

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

204 e. Voting shall be by ballot.  
205

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

210 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for  
211 the debts and obligations of the association, the association's financial holdings, property,  
212 all records and all remaining assets shall be distributed to Virginia PTA held in escrow and  
213 if not claimed by the resolved unit within two years it remains with the Virginia PTA in  
214 order to further the mission and purpose of the Virginia PTA.  
215

216 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia  
217 PTA in accordance with state bylaws.  
218

219 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
220 approved by a two-thirds (2/3) vote of members present and voting after having been given at least  
221 thirty (30) days written notice. The amount of such annual dues shall include the portions payable  
222 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.  
223

224 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates  
225 designated in these bylaws and to council (if a member of council).  
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## #Article 5: Membership and Dues

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

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

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

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

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

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

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

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

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

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

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

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



274 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local  
275 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and  
276 shall not be included in the local PTA/PTSA's budget.  
277

278 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on  
279 or before November 1. Additional membership dues received after November 1 shall be  
280 remitted to Virginia PTA at the Virginia PTA state office on or before December 1.  
281 Membership dues received after December 1 shall be remitted to Virginia PTA at the  
282 Virginia PTA state office on or before March 1. Membership dues received after March 1  
283 shall be remitted to Virginia PTA at the Virginia PTA state office on or before June 30.  
284

285 c. A list of members who joined the association during the reporting period shall be kept  
286 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.  
287

288 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,  
289 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life  
290 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership  
291 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without  
292 payment of the registration fee.  
293

294 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,  
295 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA  
296 Life Achievement Award provides only National Convention guest privileges upon payment of the  
297 convention registration fee.  
298

299 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life  
300 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA  
301 unit.  
302

## 303 **Article 6: Officers and Their Election**

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

306 #a. One (1) president.  
307

308 b. Two (2) vice presidents.  
309

310 #c. A secretary.  
311

312 #d. One (1) treasurer.  
313

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

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

321  
322 a. Each member of the nominating committee must be a member of this local PTA/PTSA.

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

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

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

336  
337 **#Section 4. Officers shall be elected by the following method:**

338  
339 a. Officers shall be elected at the general membership election meeting in the month of  
340 May.

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

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

351  
352 **#Section 5. Officers shall serve for a term of one (1) year or until their successors are elected. No**  
353 **person shall hold more than one (1) elected office at a time on this local unit board. No local unit**  
354 **officer shall serve more than three (3) consecutive terms, not to exceed four (4) years in the same**  
355 **office. Officers who have served in an office for more than one-half (1/2) of a full term shall be**  
356 **deemed to have served a full term in such office.**

357  
358 **#Section 6. Vacancies in any office shall be filled by the following method:**

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

365 b. In the event of a vacancy in the office of president, and also in the absence of a vice  
366 president, the general membership shall elect the next president.  
367

368 c. If there is more than one nominee for any office, then the voting shall be by ballot. A  
369 majority of the votes cast shall constitute which nominees are elected. However, if there  
370 is but one nominee for office, election for that office may be by voice vote. If by ballot  
371 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.  
372

373 d. When a ten (10) day notice of the election is given, a majority of votes cast shall  
374 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall  
375 be required.  
376

## 377 **Article 7: Duties of Officers**

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

379 a. Preside at all meetings of this local PTA/PTSA.  
380

381 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order  
382 that the purposes may be promoted.  
383

384 #c. Submit this local PTA/PTSA officers' contact information form and verification of  
385 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state  
386 office immediately upon election of officers annually.  
387

388 d. Perform such other duties as may be prescribed in these bylaws.  
389

390 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the  
391 nominating committee.  
392

### 393 **Section 2. The vice presidents shall:**

394 a. Act as aides to the president.  
395

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

399 1<sup>st</sup> Vice President: Membership and Events

400 2<sup>nd</sup> Vice President: Community Outreach and Programs  
401

402 c. Perform other delegated duties as assigned.  
403

### 404 **#Section 3. The secretary shall:**

405 a. Record the minutes of all meetings of the local PTA/PTSA.  
406

411 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.  
412

413 c. Maintain a membership list as required by Virginia PTA.  
414

415 d. Perform other delegated duties as assigned.  
416

417 **#Section 4.** The treasurer shall:  
418

419 a. Have custody of all funds and finances of the local PTA/PTSA.  
420

421 b. Keep a full and accurate account of receipts and expenditures as described in these  
422 bylaws.  
423

424 c. Make disbursements as authorized by the president, executive board, or general  
425 membership in accordance with the budget adopted by the general membership.  
426

427 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the  
428 president.  
429

430 e. Present a written financial statement at every meeting of the local PTA/PTSA and at  
431 other times when requested by the executive board.  
432

433 f. Prepare an annual financial report at the close of the fiscal year.  
434

435 g. Have the accounts examined according to the auditing procedures outlined in these  
436 bylaws.  
437

438 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office  
439 within fifteen (15) days following the adoption of the audit by the membership.  
440

441 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be  
442 sent to the Virginia PTA state office within fifteen (15) days of filing.  
443

444 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National  
445 PTA dues for membership received prior to November 1. Remit by December 1, dues  
446 received after November 1. Remit by March 1, dues received after December 1. Remit by  
447 June 30, all Virginia PTA and National PTA dues received after March 1.  
448

449 k. Perform other delegated duties as assigned.  
450

451 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of  
452 the term of office or in case of resignation, each officer shall turn over to the president, without  
453 delay, all records, books, and other materials pertaining to the office.  
454  
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457 **Article 8: Executive Committee**

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

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

462  
463 a. Develop goals for the local PTA/PTSA for presentation to the executive board and  
464 general membership for approval.  
465

466 b. Appoint standing and special committee chairmen and members of the standing and  
467 special committees, except the nominating committee.  
468

469 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the  
470 purpose of appointing standing committee chairmen. Special committee chairmen shall be  
471 appointed as necessary. Members of the standing and special committees shall be appointed as  
472 soon as possible after the appointment of the committee chairmen.  
473

474 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a  
475 majority of the executive committee, five (5) days' notice having been given. A quorum of the  
476 executive committee shall be a majority of the members of the committee then in office.  
477

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

483 **#Section 6.** The executive committee may hold meetings by telephone conference or through  
484 other electronic communications media so long as all the members can simultaneously hear each  
485 other and participate during the meeting. Some or all of the members may participate  
486 electronically at a meeting held at a central location so long as all the members can  
487 simultaneously hear each other and participate during the meeting.  
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490 **Article 9: Executive Board**

491  
492 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and  
493 the chairmen of the standing committees. The principal of the school or his/her designee and a  
494 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also  
495 may serve on the executive board. The chairmen of the standing committees shall be appointed by  
496 the officers of the association not more than thirty (30) days following the election of officers.  
497

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

502 **Section 3.** The executive board shall:  
503

504 a. Transact necessary business in the intervals between general membership meetings and  
505 such other business as may be referred to it by this local PTA/PTSA and present a report to  
506 the general membership at the general membership meetings.  
507

508 b. Create, change or eliminate standing and special committees.  
509

510 c. Approve the plans of work of the standing and special committees.  
511

512 #d. Select an auditing committee, experienced auditor, or attend an external audit  
513 exchange.  
514

515 #e. Approve the proposed budget to be presented to the general membership for adoption.  
516

517 #f. Obtain general membership approval for any changes to the adopted budget over three  
518 hundred dollars (\$300.00) per fiscal year.  
519

520 **#Section 4.** Auditing Procedures:  
521

522 a. The executive board shall select an auditing committee, experienced auditor or choose  
523 to participate in an external audit exchange prior to the end of the fiscal year. An auditing  
524 committee shall consist of no fewer than three (3) members and no one with signature  
525 authority shall sit on their own auditing committee. All audit exchanges shall be  
526 coordinated with at least one (1) other PTA/PTSA unit.  
527

528 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,  
529 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit  
530 report shall be submitted in writing to the executive board prior to finalization of the  
531 proposed budget for the coming school year.  
532

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

539 d. The newly elected treasurer shall not undertake any banking responsibilities of that  
540 office with the exception of depository duties, reconciliation of bank statements, change of  
541 signatory or other clerical duties not requiring signatory until the audit is presented to the  
542 executive board.  
543

544 e. All audit reports shall be presented to the general membership for adoption. The fiscal  
545 year-end audit report shall be presented to the membership for adoption at the first general  
546 membership meeting held after the completion of the report. A copy of the fiscal year-end

547  
548 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the  
549 adoption of the audit by the general membership.

550 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.  
551 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of  
552 filing.  
553

554 **#Section 5.** If any member of the executive board shall at any time, cease to meet the  
555 qualifications or fulfill the duties of the position, that person may be removed from the board by  
556 a majority vote of the executive board.  
557

558 **Section 6.** The executive board shall hold at least four (4) meetings during the year. The time  
559 and place of meetings shall be set at the first meeting of the executive board after their election.  
560 Special meetings of the executive board may be called by the president or by a majority of the  
561 members of the executive board, five (5) days' notice being given. A quorum of the executive  
562 board members shall be a majority of the members of the executive board then in office.  
563

564 **#Section 7:** The executive board shall reserve the right to vote on business via electronic vote.  
565 Only the president shall have the authority to call for an electronic vote and to establish the  
566 guidelines for that vote. The established quorum of the executive board shall prevail. Voting  
567 results must be recorded in the minutes and ratified at the next executive board meeting.  
568

569 **#Section 8.** The executive board may hold meetings by telephone conference or through other  
570 electronic communications media so long as all the members can simultaneously hear each other  
571 and participate during the meeting. Some or all of the members may participate electronically at  
572 a meeting held at a central location so long as all the members can simultaneously hear each  
573 other and participate during the meeting.  
574

## 575 **Article 10: Committees**

576  
577 **#Section 1.** Chairmen and members of all standing and special committees shall be members of  
578 this local PTA/PTSA.  
579

580 **Section 2.** The executive board may create, change or eliminate such standing committees as it  
581 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.  
582 Standing committee chairmen and committee members shall be appointed by the executive  
583 committee, except for the nominating committee. In the absence of an executive committee then  
584 the executive board shall make the appointments. The term of each chairman shall be one (1)  
585 year or until the selection of a successor. No chairman shall be eligible to serve in the same  
586 capacity for more than two (2) consecutive terms.  
587

588 **Section 3.** The executive board may create, change or eliminate such special committees as it  
589 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen  
590 and committee members shall be appointed by the executive committee. In the absence of an  
591 executive committee then the executive board shall make the appointments. The term of each

592 special committee chairman is ended upon completion of the task assigned to the committee. No  
593 special committee chairman shall be eligible to serve in the same capacity for more than two (2)  
594 consecutive terms.  
595

596 **Section 4.** The chairman of each standing and special committee shall present a plan of work to  
597 the executive board for approval. No committee work shall be undertaken without the consent of  
598 the executive board.  
599

600 **#Section 5.** The committee shall reserve the right to vote on business via electronic vote. Only  
601 the committee chair shall have the authority to call for an electronic vote and to establish the  
602 guidelines for that vote. The established quorum of the committee shall prevail. Voting results  
603 must be recorded in the minutes and ratified at the next committee meeting.  
604

605 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic  
606 communications media so long as all the members can simultaneously hear each other and  
607 participate during the meeting. Some or all of the members may participate electronically at a  
608 meeting held at a central location so long as all the members can simultaneously hear each other  
609 and participate during the meeting.  
610

611 **Section 7.** The quorum of any committee shall be a majority of its members.  
612

613 **Section 8.** The president shall serve as ex-officio member of all committees of this local  
614 PTA/PTSA except the nominating committee.  
615

616 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,  
617 books and other materials pertaining to the committee at the end of the term served or when  
618 departing office.  
619

620 **Article 11: General Membership Meetings**

621  
622 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least four (4) times during  
623 the school year, ten (10) days' notice having been given.  
624

625 **Section 2.** The general membership election meeting shall be held in May.  
626

627 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a  
628 majority of the executive board, seven (7) days' notice having been given.  
629

630 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-  
631 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the  
632 verified members of this local PTA/PTSA.  
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634 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any  
635 meeting of this local PTA/PTSA.  
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## Article 12: Council Membership

### Section 1. Selection of delegates:

- a. This local PTA/PTSA shall be represented in meetings of the Fairfax County Council Parent Teacher Association by the president or alternate, the principal or alternate, and by two (2) delegates or alternates.
- b. Delegates and alternates shall be appointed in September.
- c. Delegates to the Fairfax County Council PTA shall serve for a term of one (1) year or until the selection of a successor. No delegate shall serve for more than two (2) consecutive terms.

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

### Section 3. Responsibilities of delegates:

- a. Delegates shall report activities of the council to the local PTA/PTSA and shall present to council such matters as may be referred to it by the local PTA/PTSA.
- b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not instructed, they shall use their own discretion, except as provided by council bylaws.

## #Article 13: District Membership

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

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

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

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

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**#Article 14: Fiscal Year**  
The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30..

**#Article 15: Parliamentary Authority**  
The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern National PTA and its constituent associations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National PTA, or the articles of incorporation.

**#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.**