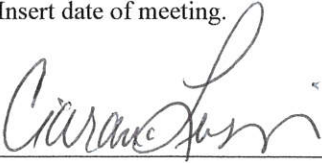


**VIRGINIA PTA  
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Joyce Kilmer Middle School PTA of Vienna, Virginia were approved by the membership at its meeting on Insert date of meeting.

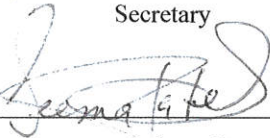
Signed:  Ciaran Lusick  
President Print/Type Name

AM phone number: 703-846-8800

PM phone number: 703-846-8800

e-mail: kilmerpta@gmail.com

Signed:  Kathy Feidler  
Secretary Print/Type Name

Signed:  SEEMA PATEL  
Bylaws Committee Chairman Insert name of Bylaws chair Print/Type


Name

\*\*\*\*\*

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

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



  
State Bylaws Committee  
5-17-18  
Date

NOTE: Bylaws of this local unit will take effect on 5-17-18 and must be submitted for review to the Virginia PTA by 5-17-23 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.

**JOYCE KILMER MIDDLE SCHOOL PTA BYLAWS INDEX**

## JOYCE KILMBER 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.

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**JOYCE KILMER MIDDLE SCHOOL  
PARENT TEACHER ASSOCIATION  
LOCAL UNIT BYLAWS**

**#Article 1: Name and Area**

The name of this association is the Joyce Kilmer Middle School Parent Teacher Association located in Vienna, 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 Joyce Kilmer 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.
- 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”).

47 **#Article 3: Principles**

48  
49 The following are basic principles of the Joyce Kilmer Middle School PTA, in common with those  
50 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 **#Article 4: Relationship with National PTA, Virginia PTA and Constituent Associations**

69  
70 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such  
71 association and (b) the certificate of incorporation or articles of incorporation of such association  
72 (in cases which the association is a corporation) or the articles of organization by whatever name  
73 (in cases in which the association exists as an unincorporated association).  
74

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

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

- 82  
83 a. Adhere to purposes and basic policies of the PTA.  
84  
85 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,  
86 and one (1) treasurer.  
87  
88 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for  
89 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of  
90 Directors.  
91

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.

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

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

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

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

203  
204 e. Voting shall be by ballot.

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

209  
210 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for  
211 the obligations of the association, the remaining assets shall be distributed to one (1) or  
212 more non-profit funds, foundations, or organizations which have established their tax-  
213 exempt status under Section 501(c)(3) of the Internal Revenue Code.

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

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

222  
223 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates  
224 designated in these bylaws and to council (if a member of council).

229 **#Article 5: Membership and Dues**  
230

231 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of  
232 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to  
233 all the benefits of such membership.  
234

235 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone  
236 who believes in and supports the mission and purposes of National PTA.  
237

238 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit  
239 persons to membership at any time.  
240

241 **Section 4.** PTSAs with students in secondary schools, as defined by their local school division,  
242 shall offer membership to students.  
243

244 **Section 5.** A person may hold membership in one or more local PTA/PTSAs upon payment of all-  
245 inclusive dues as required in each local PTA/PTSAs' bylaws.  
246

247 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this  
248 local PTA/PTSA or to serve in any of its elected or appointed positions.  
249

250 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by  
251 this association. The amount of such dues shall include the portion payable to Virginia PTA (the  
252 "state portion") and the portion payable to National PTA (the "national portion").  
253

254 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as  
255 approved by two-thirds (2/3) vote of members present and voting after having been given at least  
256 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the  
257 local unit, Virginia PTA and National PTA.  
258

259 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be  
260 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one  
261 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall  
262 be two dollars and twenty-five cents (\$2.25) per annum.  
263

264 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this  
265 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through  
266 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to  
267 National PTA the amount of the national portion of dues paid by all members of local PTAs in its  
268 area.  
269

270 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the  
271 following October 31.  
272

273 **Section 12.** Payment of Virginia PTA and National PTA dues:  
274



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

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

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

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

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

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

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

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

307  
308 #a. One (1) president.

309  
310 b. one (1) vice president.

311  
312 #c. A secretary.

313  
314 #d. 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.

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

- 322
- 323 a. Each member of the nominating committee must be a member of this local PTA/PTSA.
- 324
- 325 b. The nominating committee shall consist of three (3) members who shall be elected by
- 326 the members of this local PTA/PTSA at their regular general membership meeting at least
- 327 two (2) months prior to the election of officers. The committee shall elect its own
- 328 chairman.
- 329
- 330 c. The nominating committee shall nominate an eligible person for each office to be filled
- 331 and report its nominees to the members at a regular general membership meeting at least
- 332 thirty (30) days prior to the general membership election meeting. At the general
- 333 membership election meeting, additional nominations may be made from the floor.
- 334
- 335 d. Only those persons who have signified their consent to serve, if elected, shall be
- 336 nominated for or elected to such office.
- 337

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

- 339
- 340 a. Officers shall be elected at the general membership election meeting in the month of
- 341 May.
- 342
- 343 b. If there is more than one nominee for office, then the voting shall be by ballot. A
- 344 majority of the votes cast shall constitute which nominees are elected. However, if there
- 345 is but one nominee for office, election for that office may be by voice vote. If by ballot
- 346 vote, the secretary shall be responsible for destroying all ballots at the end of the general
- 347 membership election meeting.
- 348
- 349 c. Officers, except the treasurer, shall assume their official duties immediately following
- 350 the close of the meeting in the month of May. The treasurer shall assume his/her official
- 351 duties upon the completion of the auditing process outlined in these bylaws.
- 352

353 **#Section 5.** Officers shall serve for a term of two (2) years or until their successors are elected.

354 No person shall hold more than one (1) elected office at a time on this local unit board. No local

355 unit officer shall serve more than two (2) consecutive terms, not to exceed four (4) years in the

356 same office. Officers who have served in an office for more than one-half (1/2) of a full term

357 shall be deemed to have served a full term in such office.

358

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

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

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

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

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

## 378 . 379 **Article 7: Duties of Officers**

380  
381 **Section 1.** The president shall:

382  
383 a. Preside at all meetings of this local PTA/PTSA.

384  
385 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order  
386 that the purposes may be promoted.

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

391  
392 d. Perform such other duties as may be prescribed in these bylaws.

393  
394 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the  
395 nominating committee.

396  
397 **Section 2.** The vice president(s) shall:

398  
399 a. Act as aide to the president.

400  
401 b. Perform the duties of the president in the absence or inability of the officer to act.

402  
403 c. Perform other delegated duties as assigned.

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

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

408  
409 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.

410  
411 c. Maintain a membership list as required by Virginia PTA.

412  
413 d. Perform other delegated duties as assigned.

414  
415 **#Section 4.** The treasurer shall:

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

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

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

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

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

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

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

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

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

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

445  
446 k. Perform other delegated duties as assigned.

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

452  
453 **Article 8: Executive Committee**

454  
455 **Section 1.** The executive committee shall consist of the elected officers of the association and  
456 the principal of the school.

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

- a. Develop goals for the local PTA/PTSA for presentation to the executive board and general membership for approval.
- 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, two (2) 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.

503  
504 b. Create, change or eliminate standing and special committees.

505  
506 c. Approve the plans of work of the standing and special committees.

507  
508 #d. Select an auditing committee, experienced auditor, or attend an external audit  
509 exchange.

510  
511 #e. Approve the proposed budget to be presented to the general membership for adoption.

512  
513 #f. Obtain general membership approval for any changes to the adopted budget over three  
514 hundred dollars (\$300.00) per fiscal year.

515  
516 **#Section 4. Auditing Procedures:**

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

523  
524 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,  
525 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit  
526 report shall be submitted in writing to the executive board prior to finalization of the  
527 proposed budget for the coming school year.

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

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

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

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

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

553  
554 **Section 6.** The executive board shall hold at least five (5) meetings during the year. The time and  
555 place of meetings shall be set at the first meeting of the executive board after their election.  
556 Special meetings of the executive board may be called by the president or by a majority of the  
557 members of the executive board, two (2) days' notice being given. A quorum of the executive  
558 board members shall be a majority of the members of the executive board then in office.

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

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

570

571

## Article 10: Committees

572

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

575

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

583

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

591

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

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

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

606  
607 **Section 7.** The quorum of any committee shall be a majority of its members.

608  
609 **Section 8.** The president shall serve as ex-officio member of all committees of this local  
610 PTA/PTSA except the nominating committee.

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

615  
616 **Article 11: General Membership Meetings**

617  
618 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least six (6) times during  
619 the school year, five (5) days' notice having been given.

620  
621 **Section 2.** The general membership election meeting shall be held in May.

622  
623 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a  
624 majority of the executive board, five (5) days' notice having been given.

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

629  
630 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any  
631 meeting of this local PTA/PTSA.

632  
633 **Article 12: Council Membership**

634  
635 **Section 1.** Selection of delegates:

636



637 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County  
638 Council Parent Teacher Association by the president or alternate, the principal or  
639 alternate, and by two (2) delegates or alternates.

640 b. Delegates and alternates shall be appointed in October.

641  
642  
643 c. Delegates to the Fairfax County Council PTA shall serve for a term of one (1) year or  
644 until the selection of a successor. No delegate shall serve for more than two (2)  
645 consecutive terms.

646  
647 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the  
648 Fairfax Council PTA.

649  
650 **Section 3.** Responsibilities of delegates:

651  
652 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present  
653 to council such matters as may be referred to it by the local PTA/PTSA.

654  
655 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not  
656 instructed, they shall use their own discretion, except as provided by council bylaws.

### 657 658 **#Article 13: District Membership**

659  
660 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.  
661 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.

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

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

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

### 677 678 **#Article 14: Fiscal Year**

679  
680 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.

683 **#Article 15: Parliamentary Authority**

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

689  
690 **#Article 16: Local Unit Bylaws Revisions and Amendments**

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

696  
697 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:

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

701  
702 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA  
703 provided notice and a copy of the proposed bylaws revision or amendments are provided to  
704 the membership at least thirty (30) days prior to the meeting at which the revision or the  
705 amendments are to be voted upon. A quorum shall be established at the meeting in which  
706 voting takes place. The revision or amendments are subject to approval by the Virginia  
707 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed  
708 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and  
709 voting.

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

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

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

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

724  
725 **#Required by Virginia PTA in all district, council, and local unit bylaws.**