

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Mercer Middle School PTSA of Aldie/Loudoun County were approved by the membership at its meeting on March 20, 2019

Signed: Tara Green
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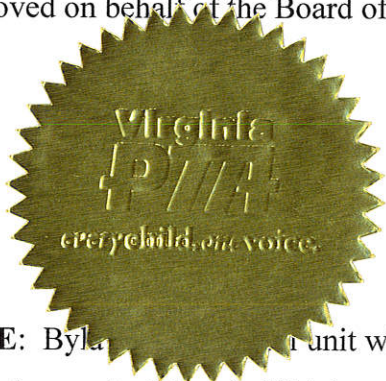
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Signed: Andrea Goldwater
Bylaws Committee Chairman Andrea Goldwater

(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:



Andrea Green
State Bylaws Committee

4/8/19
Date

NOTE: Bylaws of a 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.

MERCER MIDDLE SCHOOL PTSA 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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**MERCER MIDDLE SCHOOL
PARENT TEACHER STUDENT ASSOCIATION
LOCAL UNIT BYLAWS**

#Article 1: Name and Area

The name of this association is the Mercer Middle School Parent Teacher Student Association located in Aldie, Virginia. It is a local PTSA 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 Mercer Middle School PTSA, 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”).

#Article 3: Principles

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

- 48
- 49 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- 50
- 51 b. The association shall work to engage and empower children, families, and educators
52 within schools and communities to provide quality education for all children and youth,
53 and shall seek to participate in the decision-making process by influencing school policy
54 and advocating for children’s issues, recognizing that the legal responsibility to make
55 decisions has been delegated by the people to boards of education, state education
56 authorities, and local education authorities.
- 57
- 58 c. The association shall work to promote the health and welfare of children and youth,
59 and shall seek to promote collaboration among families, schools, and the community at
60 large.
- 61
- 62 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
63 expertise shall be guiding principles for service in Virginia PTA.
- 64

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

66

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

71

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

75

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

- 79
- 80 a. Adhere to purposes and basic policies of the PTA.
- 81
- 82 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
83 and one (1) treasurer.
- 84
- 85 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
86 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
87 Directors.
- 88
- 89 d. Submit local unit officers contact information form and verification of local unit's
90 employer identification number (EIN) to the Virginia PTA state office immediately upon
91 election of officers annually.

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

94
95 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office
96 within fifteen (15) days of filing.

97
98 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
99 designated in these bylaws.

100
101 h. Provide information for members who have joined the association during the reporting
102 period as prescribed by the Virginia PTA.

103
104 i. Meet other criteria as may be prescribed by Virginia PTA.

105
106 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
107 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
108 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
109 and shall include a provision establishing a quorum.

110
111 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
112 serve automatically and without the requirement of further action by the local PTA/PTSA to
113 amend correspondingly the bylaws of the local PTA/PTSA.

114
115 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
116 sections that are identified by the pound symbol (#).

117
118 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
119 PTA/PTSA.

120
121 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
122 year may participate in the business of this association.

123
124 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall
125 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit
126 including, specifically, the number of its members, the dues collected from its members, and the
127 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of
128 account and records shall at all reasonable times be open to inspection by an authorized
129 representative of Virginia PTA or, where directed by the committee on state and local relations.
130 Such authorized representative shall have full access in cases where account information and
131 records are required from banks.

132
133 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of
134 National PTA.

135
136 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be
137 elected by the general membership.

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

141
142 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
143 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
144 local unit's name must be used and not that of Virginia PTA.

145
146 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
147 the ending date the last day of a calendar month.

148
149 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
150 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
151 circumstances provided in the bylaws of Virginia PTA.

152
153 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

154
155 a. Yield and surrender all of its books and records and all of its assets and property to
156 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
157 PTA/PTSA organized under the authority of Virginia PTA.

158
159 b. Cease and desist from the further use of any name that implies or connotes association
160 with Virginia PTA, National PTA or status as a constituent association of National PTA.

161
162 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
163 necessary for the purpose of dissolving such local PTA/PTSA.

164
165 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
166 the following manner:

167
168 a. The executive board shall adopt a written resolution recommending that the local
169 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to
170 a vote at a special meeting of the general membership having voting rights at the time of
171 the meeting.

172
173 1. Only those funds approved by the general membership in the current budget year
174 may be spent.

175
176 2. Written notice of the adoption of such resolution accompanied by a copy of the
177 notice of the special meeting for the members shall be given to the president of
178 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
179 of the members.

180
181 3. A complete membership list including contact information shall be provided to
182 the Virginia PTA state office at least thirty (30) days before the date fixed for such
183 special meeting of the members.

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

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

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

198 e. Voting shall be by ballot.
199

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

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

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

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

218 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
219 designated in these bylaws and to council (if a member of council).
220

221 #Article 5: Membership and Dues 222

223 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of
224 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to
225 all the benefits of such membership.
226

227 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
228 who believes in and supports the mission and purposes of National PTA.
229

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

232
233 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,
234 shall offer membership to students.

235
236 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-
237 inclusive dues as required in each local PTA/PTAs' bylaws.

238
239 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
240 local PTA/PTSA or to serve in any of its elected or appointed positions.

241
242 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by
243 this association. The amount of such dues shall include the portion payable to Virginia PTA (the
244 "state portion") and the portion payable to National PTA (the "national portion").

245
246 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as
247 approved by two-thirds (2/3) vote of members present and voting after having been given at least
248 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the
249 local unit, Virginia PTA and National PTA.

250
251 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be
252 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one
253 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall
254 be two dollars and twenty-five cents (\$2.25) per annum.

255
256 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this
257 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through
258 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to
259 National PTA the amount of the national portion of dues paid by all members of local PTAs in its
260 area.

261
262 **Section 11.** The membership term is July 1 to June 30.

263
264 **Section 12.** Payment of Virginia PTA and National PTA dues:

265
266 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
267 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
268 shall not be included in the local PTA/PTSA's budget.

269
270 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
271 or before November 1. Additional membership dues received after November 1 shall be
272 remitted to Virginia PTA at the Virginia PTA state office on or before December 1.
273 Membership dues received after December 1 shall be remitted to Virginia PTA at the
274 Virginia PTA state office on or before March 1. Membership dues received after March 1
275 shall be remitted to Virginia PTA at the Virginia PTA state office on or before June 30.

276 c. A list of members who joined the association during the reporting period shall be kept
277 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.
278

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

285 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
286 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
287 Life Achievement Award provides only National Convention guest privileges upon payment of the
288 convention registration fee.
289

290 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
291 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
292 unit.
293

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

295
296 **Section 1.** The officers of this PTA/PTSA shall consist of:
297

298 #a. One (1) president.
299

300 b. Three (3) vice president(s).
301

302 #c. A secretary.
303

304 #d. One (1) treasurer.
305

306 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
307 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
308 board, standing or special committees, or to serve as a delegate or alternate to the council or
309 district.
310

311 **#Section 3.** Nominating committee:
312

313 a. Each member of the nominating committee must be a member of this local PTA/PTSA.
314

315 b. The nominating committee shall consist of three (3) members who shall be elected by
316 the members of this local PTA/PTSA at their regular general membership meeting at least
317 two (2) months prior to the election of officers. The committee shall elect its own
318 chairman.
319

320 c. The nominating committee shall nominate an eligible person for each office to be filled
and report its nominees to the members at a regular general membership meeting at least

321 thirty (30) days prior to the general membership election meeting. At the general
322 membership election meeting, additional nominations may be made from the floor.

323
324 d. Only those persons who have signified their consent to serve, if elected, shall be
325 nominated for or elected to such office.

326
327 **#Section 4.** Officers shall be elected by the following method:

328
329 a. Officers shall be elected at the general membership election meeting in the month of
330 May.

331
332 b. If there is more than one nominee for office, then the voting shall be by ballot. A
333 majority of the votes cast shall constitute which nominees are elected. However, if there
334 is but one nominee for office, election for that office may be by voice vote. If by ballot
335 vote, the secretary shall be responsible for destroying all ballots at the end of the general
336 membership election meeting.

337
338 c. Officers, except the treasurer, shall assume their official duties immediately following
339 the close of the meeting in the month of May. The treasurer shall assume his/her official
340 duties upon the completion of the auditing process outlined in these bylaws.

341
342 **#Section 5.** Officers shall serve for a term of one (1) year(s) or until their successors are elected.
343 No person shall hold more than one (1) elected office at a time on this local unit board. No local
344 unit officer shall serve more than four (4) consecutive terms, not to exceed four (4) years in the
345 same office. Officers who have served in an office for more than one-half (1/2) of a full term
346 shall be deemed to have served a full term in such office.

347
348 **#Section 6.** Vacancies in any office shall be filled by the following method:

349
350 a. A vacancy occurring in any office except that of president shall be filled for the
351 unexpired term by a person elected by a majority vote of the Executive Board at their
352 next scheduled meeting. In case of a vacancy in the office of president, the first vice
353 president shall become president and shall hold office for the balance of the term. In the
354 interim, the duties of the vice president shall be delegated by the president.

355
356 b. In the event of a vacancy in the office of president, and also in the absence of a vice
357 president, the general membership shall elect the next president.

358
359 c. If there is more than one nominee for any office, then the voting shall be by ballot. A
360 majority of the votes cast shall constitute which nominees are elected. However, if there
361 is but one nominee for office, election for that office may be by voice vote. If by ballot
362 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.

364 d. When a ten (10) day notice of the election is given, a majority of votes cast shall
365 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
366 be required.
367

368 **Article 7: Duties of Officers**

369 **Section 1.** The president shall:

370 a. Preside at all meetings of this local PTA/PTSA.
371

372 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
373 that the purposes may be promoted.
374

375 #c. Submit this local PTA/PTSA officers' contact information form and verification of
376 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
377 office immediately upon election of officers annually.
378

379 d. Perform such other duties as may be prescribed in these bylaws.
380

381 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
382 nominating committee.
383

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

385 a. Act as aide(s) to the president.
386

387 b. In their designated order, perform the duties of the president in the absence or inability
388 of the officer to act.
389

390 1. The First Vice President shall be Events.

391 a. Communicate, coordinate and assist in running all non-fundraising events
392

393 b. Work with school administration, suppliers, and other parties to facilitate
394 and manage events
395

396 c. Maintain a calendar containing an accurate schedule of all events;
397

398 d. Ensure that School and PTSA events are properly planned, staffed and
399 executed
400

401 2. The Second Vice President shall be Communications:

402 a. Review, edit and respond to all external and internal communication from
403 and to the Mercer Middle PTSA
404

405 b. Responsible for maintaining and updating Mercer Middle School PTSA
406 website
407

408 c. Solicit input from the Executive Board for the weekly newsletter;
409

410 d. Responsible for managing and updating all Mercer Middle School PTSA
411 social media functions.
412

413 3. The Third Vice President shall be Fundraising:

414 a. Shall coordinate and assist in running all fundraiser committees
415

- b. Develop a sponsorship program; ensuring sponsors receive thank you letters and all agreed upon benefits (e.g. product placement, advertisements, etc...)
- c. Develop relationships with community partners for donations and sponsorships

c. Perform other delegated duties as assigned.

#Section 3. 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 4. The treasurer shall:

- a. Have custody of all funds and finances of the local PTA/PTSA.
- b. Keep a full and accurate account of receipts and expenditures as described in these bylaws.
- c. Make disbursements as authorized by the president, executive board, or general membership in accordance with the budget adopted by the general membership.
- d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the president.
- e. Present a written financial statement at every meeting of the local PTA/PTSA and at other times when requested by the executive board.
- f. Prepare an annual financial report at the close of the fiscal year.
- g. Have the accounts examined according to the auditing procedures outlined in these bylaws.
- h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within fifteen (15) days following the adoption of the audit by the membership.
- i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of filing.
- j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National PTA dues for membership received prior to November 1. Remit by December 1, dues

456 received after November 1. Remit by March 1, dues received after December 1. Remit by
457 June 30, all Virginia PTA and National PTA dues received after March 1.

458
459 k. Perform other delegated duties as assigned.

460
461 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
462 the term of office or in case of resignation, each officer shall turn over to the president, without
463 delay, all records, books, and other materials pertaining to the office.

464 465 **Article 8: Executive Committee**

466
467 **Section 1.** The executive committee shall consist of the elected officers of the association and
468 the principal of the school.

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

470
471
472 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
473 general membership for approval.

474
475 b. Appoint standing and special committee chairmen and members of the standing and
476 special committees, except the nominating committee.

477
478 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
479 purpose of appointing standing committee chairmen. Special committee chairmen shall be
480 appointed as necessary. Members of the standing and special committees shall be appointed as
481 soon as possible after the appointment of the committee chairmen.

482
483 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
484 majority of the executive committee, seven (7) days' notice having been given. A quorum of the
485 executive committee shall be a majority of the members of the committee then in office.

486
487 **#Section 5.** The executive committee shall reserve the right to vote on business via electronic
488 vote. Only the president shall have the authority to call for an electronic vote and to establish the
489 guidelines for that vote. The established quorum of the executive committee shall prevail. Voting
490 results must be recorded in the minutes and ratified at the next executive committee meeting.

491
492 **#Section 6.** The executive committee may hold meetings by telephone conference or through
493 other electronic communications media so long as all the members can simultaneously hear each
494 other and participate during the meeting. Some or all of the members may participate
495 electronically at a meeting held at a central location so long as all the members can
496 simultaneously hear each other and participate during the meeting.

497 498 **Article 9: Executive Board**

500 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and
501 the chairmen of the standing committees. The principal of the school or his/her designee and a
502 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also
503 may serve on the executive board. The chairmen of the standing committees shall be appointed by
504 the officers of the association not more than thirty (30) days following the election of officers.
505

506 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
507 association's board at the local, council, district, region, state, or national level while serving as a
508 paid employee of, or under contract to, that constituent association.
509

510 **Section 3.** The executive board shall:

511
512 a. Transact necessary business in the intervals between general membership meetings and
513 such other business as may be referred to it by this local PTA/PTSA and present a report to
514 the general membership at the general membership meetings.
515

516 b. Create, change or eliminate standing and special committees.
517

518 c. Approve the plans of work of the standing and special committees.
519

520 #d. Select an auditing committee, experienced auditor, or attend an external audit
521 exchange.
522

523 #e. Approve the proposed budget to be presented to the general membership for adoption.
524

525 #f. Obtain general membership approval for any changes to the adopted budget over three
526 hundred dollars (\$300.00) per fiscal year.
527

528 **#Section 4.** Auditing Procedures:
529

530 a. The executive board shall select an auditing committee, experienced auditor or choose
531 to participate in an external audit exchange prior to the end of the fiscal year. An auditing
532 committee shall consist of no fewer than three (3) members and no one with signature
533 authority shall sit on their own auditing committee. All audit exchanges shall be
534 coordinated with at least one (1) other PTA/PTSA unit.
535

536 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
537 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
538 report shall be submitted in writing to the executive board prior to finalization of the
539 proposed budget for the coming school year.
540

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

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

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

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

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

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

#Section 7: The executive board 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 board shall prevail. Voting results must be recorded in the minutes and ratified at the next executive board meeting.

#Section 8. The executive board 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 10: Committees

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

Section 2. The executive board may create, change or eliminate such standing committees as it may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA. Standing committee chairmen and committee members shall be appointed by the executive committee, except for the nominating committee. In the absence of an executive committee then

591 the executive board shall make the appointments. The term of each chairman shall be **one (1)**
592 year(s) or until the selection of a successor. No chairman shall be eligible to serve in the same
593 capacity for more than two (2) consecutive terms.

594
595 **Section 3.** The executive board may create, change or eliminate such special committees as it
596 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen
597 and committee members shall be appointed by the executive committee. In the absence of an
598 executive committee then the executive board shall make the appointments. The term of each
599 special committee chairman is ended upon completion of the task assigned to the committee. No
600 special committee chairman shall be eligible to serve in the same capacity for more than two (2)
601 consecutive terms.

602
603 **Section 4.** The chairman of each standing and special committee shall present a plan of work to
604 the executive board for approval. No committee work shall be undertaken without the consent of
605 the executive board.

606
607 **#Section 5.** The committee shall reserve the right to vote on business via electronic vote. Only
608 the committee chair shall have the authority to call for an electronic vote and to establish the
609 guidelines for that vote. The established quorum of the committee shall prevail. Voting results
610 must be recorded in the minutes and ratified at the next committee meeting.

611
612 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
613 communications media so long as all the members can simultaneously hear each other and
614 participate during the meeting. Some or all of the members may participate electronically at a
615 meeting held at a central location so long as all the members can simultaneously hear each other
616 and participate during the meeting.

617
618 **Section 7.** The quorum of any committee shall be a majority of its members.

619
620 **Section 8.** The president shall serve as ex-officio member of all committees of this local
621 PTA/PTSA except the nominating committee.

622
623 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,
624 books and other materials pertaining to the committee at the end of the term served or when
625 departing office.

626
627 **Article 11: General Membership Meetings**

628
629 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least **seven (7)** times during
630 the school year, **ten (10)** days' notice having been given.

631
632 **Section 2.** The general membership election meeting shall be held in **April**.

633
634 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
635 majority of the executive board, **seven (7)** days' notice having been given.

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

639

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

642

643 **#Article 12: District Membership**

644

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

647

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

652

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

657

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

662

663 **#Article 13: Fiscal Year**

664

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

666

667 **#Article 14: Parliamentary Authority**

668

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

673

674 **#Article 15: Local Unit Bylaws Revisions and Amendments**

675

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

680

681 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:
682

683 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for
684 existing bylaws or to submit an amendment to current bylaws.
685

686 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA
687 provided notice and a copy of the proposed bylaws revision or amendments are provided to
688 the membership at least thirty (30) days prior to the meeting at which the revision or the
689 amendments are to be voted upon. A quorum shall be established at the meeting in which
690 voting takes place. The revision or amendments are subject to approval by the Virginia
691 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed
692 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
693 voting.
694

695 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
696 accordance with the bylaws of Virginia PTA.
697

698 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
699 sections that are identified by the pound symbol (#).
700

701 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
702 identified by the pound symbol (#) shall serve to automatically and without requirement of
703 further action by the local PTA/PTSA to amend correspondingly its bylaws.
704

705 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
706 serve automatically and without the requirement of further action by this local PTA/PTSA to
707 amend correspondingly the bylaws of this local PTA/PTSA.
708

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