

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the SOUTH LAKES HIGH SCHOOL of RESTON, VA were approved by the membership at its meeting on **insert date of meeting.**

Signed: _____	Tara Cranford Teague
President	Print/Type Name
703/473-2266	daytime phone number
703/473-2266	evening phone number
tcranfordteague@gmail.com	e-mail

Signed: _____	Elysa Birman
Secretary	Print/Type Name

Signed: _____	Rona Ackerman
Bylaws Committee Chairman	Print/Type Name

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

Approved on behalf of the Board of Managers by the Virginia PTA/PTSA Bylaws Committee:

State Bylaws Committee

Date

Note: Bylaws of this local unit must be submitted for review to the Virginia PTA/PTSA by _____ to remain a 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.

1
2

**SOUTH LAKES HIGH SCHOOL
PARENT-TEACHER-STUDENT ASSOCIATION**

TABLE OF CONTENTS

# ARTICLE I: NAME	3
#ARTICLE II: ARTICLES OF ORGANIZATION	3
#ARTICLE III: PURPOSES	3
#ARTICLE IV: BASIC POLICIES	4
#ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND VIRGINIA PTA	4
#ARTICLE VI: AUDITING PROCEDURES	8
#ARTICLE VII: MEMBERSHIP AND DUES	8
ARTICLE VIII: OFFICERS AND THEIR ELECTION	10
ARTICLE IX: DUTIES OF OFFICERS	11
ARTICLE X: EXECUTIVE COMMITTEE	13
ARTICLE XI: EXECUTIVE BOARD	13
ARTICLE XII: GENERAL MEMBERSHIP MEETINGS	14
ARTICLE XIII: COMMITTEES	14
ARTICLE XIV: COUNCIL MEMBERSHIP	15
ARTICLE XV: DISTRICT MEMBERSHIP	15
#ARTICLE XVI: FISCAL YEAR	16
#ARTICLE XVII: PARLIAMENTARY AUTHORITY	16
#ARTICLE XVIII: LOCAL UNIT BYLAWS REVISIONS AND AMENDMENTS	16
#ARTICLE XIX: APPROVAL OF BYLAWS	17

1
2
3
4
5
6
7
8
9
10
11
12
13

**SOUTH LAKES HIGH SCHOOL
PARENT-TEACHER-STUDENTASSOCIATION
LOCAL UNIT BYLAWS**

14
15

#ARTICLE I: NAME

16
17
18
19
20
21

The name of this association is the **SOUTH LAKES HIGH SCHOOLPARENT-TEACHER-STUDENTASSOCIATION** located in Reston, Virginia. It is a local PTSA organized under the authority of the Virginia Congress of Parents and Teachers (the Virginia PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

22
23

#ARTICLE II: ARTICLES OF ORGANIZATION

24
25
26
27
28
29
30
31
32
33

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 in 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).

34
35
36
37
38
39

#ARTICLE III: PURPOSES

40
41
42
43
44

Section 1. The purposes of the **SOUTH LAKES HIGH SCHOOL PSTA**, in common with those of the Virginia PTA and the National PTA, are:

- 45
46
47
- a. To promote the welfare of children and youth in home, school, community, and place of worship.
 - b. To raise the standards of home life.
 - c. To secure adequate laws for the care and protection of children and youth.
 - d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
 - e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

48
49
50
51
52

Section 2. The purposes of the Virginia PTA, the National PTA and the **SOUTH LAKES HIGH SCHOOL PSTA** are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

53
54
55
56
57

Section 3. 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 "Internal Revenue Code").

1 **#ARTICLE IV: BASIC POLICIES**

2
3 The following are basic policies of the **SOUTH LAKES HIGH SCHOOL PSTA** in common with those of
4 the Virginia PTA and the National PTA:

- 5
6 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
7
8 b. The association shall work with the schools to provide quality education for all children and
9 youth and shall seek to participate in the decision-making process establishing school policy,
10 recognizing that the legal responsibility to make decisions has been delegated by the people to
11 boards of education, state education authorities, and local education authorities.
12
13 c. The association shall work to promote the health and welfare of children and youth, and shall
14 seek to promote collaboration among parents, schools and the community at large.
15
16 d. No part of the net earnings of the association shall inure to the benefit of, or be distributable to
17 its members, directors, trustees, officers or other private persons except that the association
18 shall be authorized and empowered to pay reasonable compensation for services rendered and
19 to make payments and distribution in furtherance of the purposes set forth in Article III hereof.
20
21 e. Notwithstanding any other provision of these articles, the association shall not carry on any
22 activities not permitted to be carried on (i) by an association exempt from Federal income tax
23 under Section 501(c) (3) of the Internal Revenue Code, or (ii) by an association, contributions
24 to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
25
26 f. Upon dissolution of this association, after paying or adequately providing for the debts and
27 obligations of the association, the remaining assets shall be distributed to one or more nonprofit
28 funds, foundations, or associations that have established their tax-exempt status under Section
29 501(c) (3) of the Internal Revenue Code and whose purposes are in accordance with those of
30 the Virginia PTA and the National PTA.
31
32 g. The association or members in their official capacities shall not, directly or indirectly,
33 participate or intervene (in any way, including publishing or distributing of statements) in any
34 political campaign on behalf of, or in opposition to, any candidate for public office, or devote
35 more than an insubstantial part of its activities to attempting to influence legislations by
36 propaganda or otherwise.
37
38 h. The association may cooperate with other associations and agencies concerned with child
39 welfare, but a PTA representative shall make no commitments that bind the group he/she
40 represents.
41

42
43 **#ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND VIRGINIA PTA**

44 **Section 1.** Local PTA/PTSAs shall be organized and chartered under the authority of the Virginia PTA in
45 the area in which the local PTA/PTSA functions, in conformity with such rules and regulations, not in
46 conflict with the bylaws of the National PTA, as the Virginia PTA may in its bylaws prescribe.
47
48
49

1 **Section 2.** The Virginia PTA shall issue to each local PTA/PTSA in its area an appropriate charter
2 evidencing the due association and good standing of the local PTA/PTSA.

3 A local PTA/PTSA in good standing is one which:

- 4
- 5 a. Adheres to the purposes and basic policies of the PTA;
- 6
- 7 b. Has a minimum of three (3) elected officers, to include president and treasurer;
- 8
- 9 c. Remits the state and national portion of dues to the Virginia PTA by dates designated in
10 these bylaws;
- 11
- 12 d. Has bylaws approved according to the procedures of the Virginia PTA; and
- 13
- 14 e. Submits local unit officers contact information form and verification of local unit's
15 employer identification number (EIN) to the state office immediately upon election of
16 officers and no later than June 15 annually;
- 17
- 18 f. Submits a copy of the fiscal year-end audit report and minutes of the meeting at which it
19 was adopted shall be sent to the state office within thirty (30) days following the adoption
20 of the audit report by the general membership;
- 21
- 22 g. Submits a copy of the filed 990 or 990EZ to the state office within fifteen
23 (15) days of filing;
- 24
- 25 h. Meets other criteria as may be prescribed by the Virginia PTA.
- 26

27 **Section 3.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as may be
28 approved by the Virginia PTA. Such bylaws shall not be in conflict with the bylaws of the National PTA or
29 the bylaws of the Virginia PTA.

30 **Section 4.** Bylaws of each constituent association shall include an article on amendments.

31 **Section 5.** Each local PTA/PTSA shall keep such permanent books of account and records as shall be
32 sufficient to establish the items of gross income, receipts, and disbursements of the association including,
33 specifically, the number of its members, the dues collected from its members, and the amounts of dues
34 remitted to the Virginia PTA. Such books of account and records shall at all reasonable times be open to
35 inspection by an authorized representative of the Virginia PTA or, where directed by the committee on state
36 and national relationships, by a duly authorized representative of the National PTA. Such authorized
37 representative shall have full access in cases where account information and records are required from
38 banks.
39

40 **Section 6.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
41 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances
42 provided in the bylaws of the Virginia PTA.
43

44 **Section 7.** Each local PTA/PTSA is obligated upon withdrawal of its charter by the Virginia PTA:

- 45
- 46 a. To yield up and surrender all of its books and records and all of its assets and property to the
47 Virginia PTA or to such agency as may be designated by the Virginia PTA or to another local
48 PTA/PTSA organized under the authority of the Virginia PTA;
- 49
- 50

- 1
2 b. To cease and desist from the further use of any name that implies or connotes association with
3 the National PTA or the Virginia PTA or status as a constituent association of the National
4 PTA; and
5
6 c. To carry out promptly, under the supervision and direction of the Virginia PTA, all proceedings
7 necessary or desirable for the purpose of dissolving such local PTA/PTSA.
8

9 **Section 8.** Each officer or board member of a local PTA/PTSA shall be a member of such local
10 PTA/PTSA.
11

12 **Section 9.** A PTA/PTSA member shall not serve as a voting member of a constituent association's board at
13 the local, council, district, region, state or national level while serving as a paid employee of, or under
14 contract to, that constituent association.
15

16 **Section 10.** Each local PTA/PTSA shall collect dues from its members and shall remit a portion of such
17 dues to the Virginia PTA by dates designated in these bylaws.
18

19 **Section 11.** Only members of a local PTA/PTSA who have paid dues for the current membership year may
20 participate in the business of that association.
21

22 **Section 12.** Bylaws of each constituent association shall include a provision establishing a quorum.
23

24 **Section 13.** The members of the nominating committee for officers of a constituent association shall be
25 elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.
26

27 **Section 14.** The bylaws of all constituent associations shall prohibit voting by proxy, (unless proxy voting is
28 specified by applicable state law).
29

30 **Section 15.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of such
31 of these bylaws as are identified by the state symbol #.
32

33 **Section 16.** The adoption of an amendment to any provision of the bylaws of the National PTA shall serve
34 automatically and without the requirement of further action by the local PTA/PTSA to amend
35 correspondingly the bylaws of the local PTA/PTSA. Notwithstanding the automatic character of the
36 amending process, the local PTA/PTSA shall promptly incorporate such amendments in their respective
37 bylaws.
38

39 **Section 17.** Local units may address legislative items or issues if the position on the legislative item or issue
40 does not conflict with that of the Virginia PTA Legislation Program. The local unit's name must be used
41 and not that of the Virginia PTA.
42

43 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as approved by a
44 two-thirds (2/3) vote of members present and voting after having been given at least thirty (30) days written
45 notice. The amount of such annual dues shall include the portions payable to the local unit, Virginia PTA
46 and the National PTA.
47
48
49

1 **Section 19.** Any dissolution of a local unit and termination of its affairs shall take place in the following
2 manner:

- 3
- 4 a. The executive board shall adopt a written resolution recommending that the local PTA/PTSA be
5 dissolved and directing that the question of such dissolution be submitted to a vote at a special
6 meeting of the general membership having voting rights at the time of the meeting;
- 7
- 8 1. Only those funds approved by the general membership in the current budget year may be
9 spent. All other funds shall be frozen until the question of dissolution is decided;
- 10
- 11 2. Written notice of the adoption of such resolution accompanied by a copy of the notice of
12 the special meeting of members shall be given to the president of Virginia PTA at least
13 thirty (30) days before the date fixed for such special meeting of the members;
- 14
- 15 3. A complete membership list including contact information shall be provided to the state
16 office at least thirty (30) days before the date fixed for such special meeting of the
17 members;
- 18
- 19 b. Written notice stating the purpose of such meeting to consider the dissolving the local PTA/PTSA
20 shall be given to each member at least thirty (30) days prior to the date of such meeting. Such
21 meeting shall be held only during the academic year of the school involved
- 22
- 23 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA to consider
24 the resolution to dissolve. The dissolution quorum includes the required quorum for general
25 membership meetings per local unit bylaws plus a majority of the executive board members.
- 26
- 27 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated representative,
28 shall be permitted to attend the meeting and shall be allowed to speak for a minimum of sixty (60)
29 minutes followed by a maximum of sixty (60) minutes question and answer session.
- 30
- 31 e. Voting shall be by ballot.
- 32
- 33 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of the
34 resolution and who continue to be members on the date of the special meeting shall be entitled to
35 vote on dissolution.
- 36
- 37 g. Upon adoption to dissolve, the unit's charter will be withdrawn by Virginia PTA in accordance with
38 state bylaws.

39

40 **Section 20.** One (1) president shall preside over local PTA/PTSA associations as prescribed in its bylaws.

41

42 **Section 21.** One (1) treasurer shall be responsible for all PTA/PTSA funds and finances.

43

44 **Section 22.** A local unit is required to file a 990 or 990EZ per IRS regulations. A copy of the report filed
45 shall also be forwarded to the state office within fifteen (15) days of filing.

46

47 **Section 23.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with the
48 ending date the last day of a calendar month.

1 **#ARTICLE VI: AUDITING PROCEDURES**

2
3 **Section 1.** An auditing committee or a professional auditor shall be selected by the executive board prior
4 to the end of the fiscal year. An auditing committee shall consist of no fewer than three (3) members and no
5 one with signature authority shall sit on the auditing committee.
6

7 **Section 2.** The local unit treasurer shall submit the books to the auditing committee or the professional
8 auditor at the end of the fiscal year. The audit report shall be submitted in writing to the executive board
9 prior to finalization of the proposed budget for the coming school year.
10

11 **Section 3.** The executive board of a local PTA shall, upon resignation of the treasurer during a term, select
12 an auditing committee or a professional auditor within one (1) week of the resignation. The audit shall be
13 performed with fiscal year end auditing procedures and shall be completed within three (3) weeks of the
14 resignation. This audit shall not be performed in lieu of the year-end audit.
15

16 **Section 4.** The newly elected treasurer shall not undertake any banking responsibilities of that office with
17 the exception of depository duties, reconciliation of bank statements, change of signatory or other clerical
18 duties not requiring signatory until the audit is presented to the executive board.
19

20 **Section 5.** All audit reports shall be presented to the general membership for adoption. The fiscal year-
21 end audit report shall be presented to the membership for adoption at the first general membership meeting
22 held after the completion of the report. A copy of the fiscal year-end audit shall be sent to the state office
23 within thirty (30) days following the adoption of the audit by the membership.
24

25 **Section 6.** Local units shall forward to the state office each year, within fifteen (15) days of filing, a
26 copy of their Form 990N, 990, or 990EZ as required per IRS regulations.
27

28 **#ARTICLE VII: MEMBERSHIP AND DUES**

29
30
31 **Section 1.** Every individual who is a member of this PTA/PTSA is, by virtue of that fact, a member of the
32 National PTA and of the Virginia PTA by which this PTA/PTSA is chartered and is entitled to all the
33 benefits of such membership.
34

35 **Section 2.** Membership in this PTA/PTSA shall be open, without discrimination, to anyone who believes
36 in and supports the mission and purposes of National PTA.
37

38 **Section 3.** This PTA/PTSA shall conduct an annual enrollment of members but may admit persons to
39 membership at any time.
40

41 **Section 4.** Each member of this PTA/PTSA shall pay such annual dues to said association as may be
42 prescribed by the association. The amount of such dues shall include the portion payable to the Virginia
43 PTA (the "state portion") and the portion payable to the National PTA (the "national portion").
44

45 **Section 5.** Only members of this PTA/PTSA shall be eligible to vote in the business meetings of this
46 PTA/PTSA or to serve in any of its elected or appointed positions.
47

48 **Section 6.** The amount of the state portion of each member's dues shall be determined by the Virginia
49 PTA. The Virginia PTA portion of each member's dues shall be one dollar (\$1.00) per annum. The
50 national portion of each member's dues shall be two dollars and twenty-five cents (\$2.25) per annum.

1 **Section 7.** The state and national portions of the dues paid by each member of this PTA/PTSA shall be set
2 aside by this PTA/PTSA and remitted to the Virginia PTA through such channels and at such times as the
3 state bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion
4 of dues paid by all members of local PTAs in its area.
5

6 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as approved by
7 two-thirds (2/3) vote of members present and voting after having been given at least thirty (30) days' notice.
8 The amount of such annual dues shall include the portions payable to the local unit, the Virginia PTA and
9 the National PTA.
10

11 **Section 9.** PTAs with students in secondary schools shall offer membership to students.
12

13 **Section 10.** All memberships received during the fiscal year ending June 30 shall expire the following
14 October 31.
15

16 **Section 11.** A person may hold membership in one (1) or more local PTA units upon payment of all-
17 inclusive dues as required in each local unit bylaws.
18

19 **Section 12. Payment of State and National Dues**
20

21 a. The state and national portions of the dues paid by each member of a local PTA/PTSA
22 shall be the property of the Virginia PTA and National PTA, respectively, and shall not
23 be included in the local unit's budget.
24

25 b. Membership dues shall be remitted to the treasurer of the Virginia PTA at the Virginia
26 PTA office on or before December 1. Additional membership dues received after
27 December 1 shall be remitted to the Virginia PTA treasurer on or before March 1.
28 Membership dues received after March 1 shall be remitted to the Virginia PTA treasurer
29 on or before June 30.
30

31 c. A list of members who joined the association during the reporting period shall be kept by
32 the local unit and submitted to the Virginia PTA.
33

34 **Section 13.** Honorary Life Membership in the Virginia PTA may be conferred for distinguished service,
35 for which a fee shall be paid to the treasurer of the Virginia PTA. This fee shall be deposited in the special
36 Life Membership-Scholarship Fund of the Virginia PTA. Honorary Virginia Life Membership entitles a
37 recipient to attend the State Annual Meeting as a non-voting participant without payment of the registration
38 fee.
39

40 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service, for which
41 a fee shall be paid to the treasurer of the National PTA for the Endowment Fund of the National PTA. The
42 National PTA Life Achievement Award provides only National Convention guest privileges upon payment
43 of the convention registration fee.
44

45 **Section 15.** A holder of a National PTA Life Achievement Award or Virginia Honorary Life Membership
46 may be an active member only upon payment of dues in a local PTA/PTSA unit.
47
48
49

ARTICLE VIII: OFFICERS AND THEIR ELECTION

1
2
3
4 **#Section 1.** Each officer of this PTA/PTSA shall be a member of this PTA/PTSA.
5

6 **#Section 2.** Only members whose individual dues are paid to this association for the current fiscal year
7 shall be eligible to hold office, to serve on the executive committee, the executive board, a standing or
8 special committee or to serve as a delegate to the council or district.
9

10 **Section 3.** Officers and their election:
11

12 a. The officers of this association shall consist of:
13

14 #1. One (1) president;
15

16 2. Two (2) vice president(s);
17

18 3. A recording secretary;
19

20 #4. One (1) treasurer.
21

22 b. Officers shall be elected by ballot in the month of May. However, if there is but one
23 nominee for office, election for that office may be by voice vote. A majority of the votes
24 cast shall constitute an election.
25

26 c. Officers, except the treasurer, shall assume their official duties following the close of the
27 meeting in June. The Treasurer shall assume his/her official duties upon the completion of
28 the auditing process. Officers shall serve for a term of one (1) year(s) or until their
29 successors are elected.
30

31 d. A person shall not be eligible to serve more than two (2) consecutive terms in the same
32 office. A person who has served in an office for more than one-half (1/2) of a full term
33 shall be deemed to have served a full term in such office
34

35 **Section 4.** Nominating committee:
36

37 a. There shall be a nominating committee composed of three (3) members who shall be
38 elected by this PTA/PTSA at a regular meeting at least two (2) months prior to the election
39 of officers. The committee shall elect its own chairman.

40 b. The nominating committee shall nominate an eligible person for each office to be filled and
41 report its nominees at a regular meeting no less than thirty (30) days prior to the election
42 meeting. At the election meeting, additional nominations may be made from the floor.
43

44 c. Only those persons who have signified their consent to serve if elected shall be nominated
45 for or elected to such office.
46
47
48
49
50

1 **Section 5.** Vacancies:
2

3 A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority
4 vote of the executive board, notice of such election having been given as prescribed in Article XI, Section 4.
5 In case a vacancy occurs in the office of president, the first vice-president shall automatically become
6 president and serve notice of the election to fill the vacancy in the office of first vice-president.
7

8 **ARTICLE IX: DUTIES OF OFFICERS**
9

10 **Section 1.** The president shall:
11

- 12 a. Preside at all meetings of the association;
13
14 b. Perform such other duties as may be prescribed in these bylaws or assigned by the
15 association;
16
17 c. Be a member ex officio of all committees except the nominating committee;
18
19 #d. Submit local unit officers' form and verification of the local unit's employer identification
20 number (EIN) to the state office immediately upon the election of officers and no later than
21 June 15 annually;
22
23 e. Coordinate the work of the officers and committees of the association in order that the
24 purposes may be promoted.
25

26 **Section 2.** The 1st vice president(s) shall:
27

- 28 a. Act as aide(s) to the president;
29
30 b. In their designated order, perform the duties of the president in the absence or inability of
31 that officer to act;
32
33 c. Shall help to coordinate activities pertaining to internal and external communications of the
34 association. Internal communications include the PTSA website, broadcast email
35 communication to parents, and outreach to various parent populations. External
36 communications includes publicity and county, state and national PTA activities;
37
38 d. Perform other delegated duties as assigned.
39

40 **Section 3.** The 2nd vice president(s) shall:
41

- 42 a. Act as aide(s) to the president;
43
44 b. In their designated order, perform the duties of the president in the absence or inability of
45 that officer to act;
46
47 c. Shall help to plan and coordinate the content and programs presented to the association and
48 the community;
49
50 d. Perform other delegated duties as assigned.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Section 4. The recording secretary shall:

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

Section 5. The treasurer shall:

- a. Have custody of all the funds of the association;
- b. Keep a full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- #d. Remit by December 1 to the Virginia PTA state office, state and National PTA dues for memberships received prior to December 1. Remit by March 1, dues received after December 1 and remit by June 30, all state and National dues received after March 1.
- #e. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the president;
- f. Present a written financial statement at every meeting of the association and at other times when requested by the executive board;
- g. Prepare an annual financial report at the close of the fiscal year;
- #h. Have the accounts examined according to the auditing procedures outlined in Article VI;
- #i. When a local unit is required to file a 990 or 990EZ per IRS regulations, a copy of the 990 or 990EZ report shall also be forwarded to the state office upon its completion;
- #j. Submit a copy of the fiscal year-end audit to the state office within thirty (30) days following the adoption of the audit by the membership;
- k. Perform other duties as assigned.

Section 6. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office.

1
2
3 **ARTICLE X: EXECUTIVE COMMITTEE**

4 **Section 1.** The executive committee shall consist of the elected officers of the association and the principal
5 of the school.

6 **Section 2.** Duties of the executive committee shall be:

- 7
8 a. To develop goals for the association for presentation to the executive board and general
9 membership for approval;
10
11 b. And to appoint standing and special committee chairmen and members of the standing and
12 special committees.
13

14 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the purpose
15 of appointing standing committee chairmen. Special committee chairmen shall be appointed as necessary.
16 Members of the standing and special committees shall be appointed as soon as possible after the
17 appointment of the committee chairmen.
18

19 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a majority of
20 the executive committee, two (2) days' notice having been given. A majority of the executive committee
21 shall constitute a quorum.
22

23 **ARTICLE XI: EXECUTIVE BOARD**

24
25 **Section 1.** The executive board shall consist of the officers of the association and the chairmen of standing
26 committees. The principal of the school or his/her designee and a representative appointed by the principal
27 or elected by the faculty also may serve on the executive board. The chairmen of the standing committees
28 shall be appointed by the officers of the association not more than thirty (30) days following the election of
29 officers.
30

31 **#Section 2.** A PTA member shall not serve as a voting member of a constituent organization's board at the
32 local, council, district, region, state or national level while serving as a paid employee of, or under contract
33 to, that constituent organization.
34

35 **Section 3.** The duties of the executive board shall be:

- 36
37 a. To transact necessary business in the intervals between association meetings and such other
38 business as may be referred to it by the association;
39
40 b. To create standing and special committees;
41
42 c. To approve the plans of work of the standing and special committees;
43
44 d. To present a report at the regular meetings of the association;
45
46 #e. To select an auditing committee or professional auditor as outlined in Article VI;
47
48 f. To prepare and approve the proposed budget to be presented to the membership for
49 adoption;
50

1 #g. To obtain general membership approval for any changes to the adopted budget over three
2 hundred dollars (\$300.00).
3

4 **Section 4.** Regular meetings of the executive board shall be held during the school year, the time to be
5 fixed by the board at its first meeting of the year. A majority of the executive board members shall
6 constitute a quorum. Special meetings of the executive board may be called by the president or by a
7 majority of the members of the board, five (5) days' notice being given.
8

9 **Section 5.** The executive board shall reserve the right to vote on business via electronic vote. Only the
10 president shall have the authority to call for an electronic vote and to establish the guidelines for that vote.
11 The established quorum of the executive board shall prevail. Results must be recorded in the minutes and
12 ratified at the next executive board meeting.
13

14 **ARTICLE XII: GENERAL MEMBERSHIP MEETINGS**

15
16 **Section 1.** Regular meetings of the association shall be held at least five (5) times during the school year,
17 unless otherwise provided by the association or by the executive board, seven (7) days' notice having been
18 given.
19

20 **Section 2.** Special meetings of the association may be called by the president or by a majority of the
21 executive board, five (5) days' notice having been given.
22

23 **Section 3.** The election meeting shall be held in May.
24

25 **Section 4.** Ten (10) members, as defined in Article V, Section 11, shall constitute a quorum for the
26 transaction of business in any meeting of this association.
27

28 **Section 5.** Voting on routine matters may be by voice vote; however, motions requiring a two-thirds (2/3)
29 affirmative vote (e.g., votes on bylaws) shall be by a rising vote or show of hands by verified members of
30 this PTA/PTSA.
31

32 **ARTICLE XIII: COMMITTEES**

33
34 **#Section 1.** Only members of this association shall be eligible to serve in any elected or appointed
35 positions.
36

37 **#Section 2.** Only current members of the association shall serve as a member of a standing or special
38 committee.
39

40 **Section 3.** The executive board may create such standing committees as it may deem necessary to
41 promote the purposes and carry on the work of the association. Standing committee chairmen and
42 committee members shall be appointed by the elected officers. The term of each chairman shall one (1)
43 year(s) or until the selection of a successor.
44

45 **Section 4.** The executive board may create such special committees as it may deem necessary or as may
46 be directed by the association. Special committee chairmen and committee members shall be appointed by
47 the elected officers. The term of each special committee chairman is ended upon completion of the task
48 assigned to the committee.
49

1 **Section 5.** The chairman of each standing and special committee shall present a plan of work to the
2 executive board for approval. No committee work shall be undertaken without the consent of the executive
3 board.

4
5 **Section 6.** The quorum of any committee shall be a majority of its members.

6
7 **Section 7.** The president shall be an ex-officio member of all committees except the nominating
8 committee.

9
10 **Section 8.** Committee chairmen shall turn over to the president, without delay, all records, books and other
11 materials pertaining to the committee at the end of the term served or when departing office.

12 13 **ARTICLE XIV: COUNCIL MEMBERSHIP**

14
15 **Section 1.** Selection of delegates

- 16
17 a. The association shall be represented in meetings of the Fairfax County Council of Parent-
18 Teacher Associations by the president or alternate, the principal or alternate, and by one (1)
19 delegate(s) or alternate(s). All representatives to a council must be members of a local unit.
20
21 b. Delegates and alternates shall be appointed in June.
22
23 c. Delegates to the Fairfax County Council of PTAs shall serve for a term of one (1) year(s) or
24 until the selection of a successor.

25
26 **Section 2.** This association shall pay annual dues as prescribed in council bylaws to the Fairfax County
27 Council of PTAs.

28
29 **Section 3.** Responsibilities of delegates:

- 30
31 a. Delegates shall report activities of the council to the local unit and shall present to the
32 council such matters as may be referred to it by the local unit.
33
34 b. Delegates shall vote on all issues as instructed by their association; but if not instructed,
35 they shall use their own discretion, except as provided by council bylaws.

36 37 **#ARTICLE XV: DISTRICT MEMBERSHIP**

38
39 **Section 1.** This PTA/PTSA shall be a member of the district designated by the Virginia PTA. This
40 PTA/PTSA is in the Northern Virginia District of the Virginia PTA.

41
42 **Section 2.** The district shall act as liaison between the Virginia PTA and local units, to coordinate policies
43 and current programs of local units with those of the Virginia PTA, and shall submit votes cast by local unit
44 members in their respective districts for the Proposed Legislation Program to the Legislation Committee
45 chairman for tabulation.

46
47 **Section 3.** Local units are entitled to be represented at the Annual District Meeting and the District
48 Legislation Workshop by the president or alternate and three (3) other voting delegates. If the membership
49 is larger than one hundred (100), there shall be one (1) additional delegate for each fifty (50) memberships
50 or major fraction thereof.

1
2 **Section 4.** PTA delegates for the district shall report activities of the district to their associations and shall
3 present to the district such matters as may be referred to it by their associations. Delegates shall vote on all
4 issues as instructed by their associations; but if not instructed, they shall use their own discretion.
5

6
7 **#ARTICLE XVI: FISCAL YEAR**
8

9 The fiscal year of this PTA/PTSA shall begin on July 1 and end on June 30.
10

11
12 **# ARTICLE XVII: PARLIAMENTARY AUTHORITY**
13

14 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the
15 National PTA and its constituent associations in all cases in which they are applicable and in which they are
16 not in conflict with the Bylaws of the Virginia PTA, and the Bylaws of the National PTA, or the articles of
17 incorporation.
18

19
20 **#ARTICLE XVIII: LOCAL UNIT BYLAWS REVISIONS AND AMENDMENTS**
21

22 **Section 1.** Bylaws shall be reviewed and amended with the following procedures:
23

- 24 a. A committee shall be appointed to submit a revised set of bylaws as a substitute for existing
25 bylaws or to submit an amendment to current bylaws.
26
- 27 b. Bylaws shall be revised or amended at a regular meeting of the association provided notice
28 and a copy of the proposed bylaws revision or amendments are provided to the membership
29 at least thirty (30) days prior to the meeting at which the revision or the amendments are to
30 be voted upon. A quorum shall be established at the meeting in which voting takes place.
31 The revision or amendments are subject to approval by the Virginia PTA Bylaws
32 Committee. The proposed bylaws revision or amendments require a two-thirds (2/3) vote
33 of the members present and voting.
34
- 35 c. Submission of amendments and revised bylaws for approval by the State PTA shall be in
36 accordance with the bylaws or regulations of the Virginia PTA.
37
- 38 d. Each local PTA shall include in its bylaws provisions corresponding to the provisions of
39 such of the bylaws of the Virginia PTA as are identified by the state symbol #.
40
- 41 e. The adoption of an amendment to any provision of the Bylaws of the Virginia PTA
42 identified by the number symbol (#) shall serve automatically and without requirement of
43 further action by the local PTA to amend correspondingly its bylaws. Notwithstanding the
44 automatic character of the amending process, the local PTA shall promptly incorporate
45 such amendments in its respective bylaws.
46

47 **Section 2.** The adoption of an amendment to any provision of the Bylaws of the National PTA shall serve
48 automatically and without the requirement of further action by the local PTA to amend correspondingly the
49 bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local
50 PTAs shall promptly incorporate such amendments in their respective bylaws.

1
2
3
4
5
6
7
8
9

#ARTICLE XIX: APPROVAL OF BYLAWS

The bylaws of this association shall be submitted to the State Office every five (5) years for approval by the Virginia PTA Bylaws Committee on behalf of the Board of Managers.

Required by the Virginia PTA