

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the SOUTH LAKES HIGH SCHOOL PARENT TEACHER STUDENT ASSOCIATION of Reston, Virginia were approved by the membership at its meeting on November 14, 2018.

Signed: _____ David M. Bekenstein

President

Cell phone number: 703-201-0455

PM phone number: (same as above)

e-mail: dmbek@aol.com

Signed: _____ Fabiana Cesa

Secretary

Signed: _____ Mary York

Bylaws Committee Chairman

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

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

State Bylaws Committee

Date

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

JANUARY 2018

**SOUTH LAKES HIGH SCHOOL
PARENT TEACHER STUDENT ASSOCIATION
BYLAWS INDEX**

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

#PTA Mission

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

#PTA Values

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

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

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

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

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

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

**SOUTH LAKES HIGH SCHOOL
PARENT TEACHER STUDENT ASSOCIATION
LOCAL UNIT BYLAWS**

14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34

#Article 1: Name and Area

The name of this association is the SOUTH LAKES HIGH SCHOOL PARENT TEACHER STUDENT ASSOCIATION located in Reston, 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”).

35
36
37
38
39
40
41
42
43
44

#Article 2: Purposes

Section 1. Objectives. The purpose or purposes (Objects) of the SOUTH LAKES HIGH 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 PTSA 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”).

45
46 **#Article 3: Principles**
47

48 The following are basic principles of the SOUTH LAKES HIGH SCHOOL PTSA in common
49 with those of Virginia PTA and National PTA:
50

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

67 **#Article 4: Relationship with National PTA, Virginia PTA and Constituent Associations**
68

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

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

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

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

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

94
95 e. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office within
96 fifteen (15) days following the adoption of the audit report by the general membership.

97
98 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office
99 within fifteen (15) days of filing.

100
101 g. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
102 designated in these bylaws.

103
104 h. Provide information for members who have joined the association during the reporting
105 period as prescribed by the Virginia PTA.

106
107 i. Meet other criteria as may be prescribed by Virginia PTA.

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

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

117
118 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
119 sections that are identified by the pound symbol (#).

120
121 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
122 PTA/PTSA.

123
124 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
125 year may participate in the business of this association.

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

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

138
139 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be
140 elected by the general membership.

141
142 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent
143 association's board at the local, council, district, state, or national level while serving as a paid
144 employee of, or under contract to, that constituent association.

145
146 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
147 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
148 local unit's name must be used and not that of Virginia PTA.

149
150 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
151 the ending date the last day of a calendar month.

152
153 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
154 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
155 circumstances provided in the bylaws of Virginia PTA.

156
157 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

158
159 a. Yield and surrender all of its books and records and all of its assets and property to
160 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
161 PTA/PTSA organized under the authority of Virginia PTA.

162
163 b. Cease and desist from the further use of any name that implies or connotes association
164 with Virginia PTA, National PTA or status as a constituent association of National PTA.

165
166 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
167 necessary for the purpose of dissolving such local PTA/PTSA.

168
169 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
170 the following manner:

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

176
177 1. Only those funds approved by the general membership in the current budget year
178 may be spent.

179
180 2. Written notice of the adoption of such resolution accompanied by a copy of the
181 notice of the special meeting for the members shall be given to the president of

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

184
185 3. A complete membership list including contact information shall be provided to
186 the Virginia PTA state office at least thirty (30) days before the date fixed for such
187 special meeting of the members.

188
189 b. Written notice stating the purpose of such meeting to consider dissolving the local
190 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such
191 meeting. Such meeting shall be held only during the academic school year.

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

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

202
203 e. Voting shall be by ballot.

204
205 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of
206 the resolution and who continue to be members on the date of the special meeting shall be
207 entitled to vote on dissolution.

208
209 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
210 the obligations of the association, the remaining assets shall be distributed to one (1) or
211 more non-profit funds, foundations, or organizations which have established their tax-
212 exempt status under Section 501(c)(3) of the Internal Revenue Code.

213
214 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
215 PTA in accordance with state bylaws.

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

221
222 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
223 designated in these bylaws and to council (if a member of council).

228 **#Article 5: Membership and Dues**

229
230 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of
231 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to
232 all the benefits of such membership.

233
234 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
235 who believes in and supports the mission and purposes of National PTA.

236
237 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
238 persons to membership at any time.

239
240 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,
241 shall offer membership to students.

242
243 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-
244 inclusive dues as required in each local PTA/PTAs' bylaws.

245
246 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
247 local PTA/PTSA or to serve in any of its elected or appointed positions.

248
249 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by
250 this association. The amount of such dues shall include the portion payable to Virginia PTA (the
251 "state portion") and the portion payable to National PTA (the "national portion").

252
253 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as
254 approved by two-thirds (2/3) vote of members present and voting after having been given at least
255 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the
256 local unit, Virginia PTA and National PTA.

257
258 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be
259 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one
260 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall
261 be two dollars and twenty-five cents (\$2.25) per annum.

262
263 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this
264 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through
265 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to
266 National PTA the amount of the national portion of dues paid by all members of local PTAs in its
267 area.

268
269 **Section 11.** All memberships received during the fiscal year ending June 30 shall expire the
270 following October 31.

274 **Section 12.** Payment of Virginia PTA and National PTA dues:
275

276 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
277 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
278 shall not be included in the local PTA/PTSA's budget.
279

280 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office on
281 or before November 1. Additional membership dues received after November 1 shall be
282 remitted to Virginia PTA at the Virginia PTA state office on or before December 1.
283 Membership dues received after December 1 shall be remitted to Virginia PTA at the
284 Virginia PTA state office on or before March 1. Membership dues received after March 1
285 shall be remitted to Virginia PTA at the Virginia PTA state office on or before June 30.
286

287 c. A list of members who joined the association during the reporting period shall be kept
288 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.
289

290 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
291 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
292 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
293 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without
294 payment of the registration fee.
295

296 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
297 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
298 Life Achievement Award provides only National Convention guest privileges upon payment of the
299 convention registration fee.
300

301 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
302 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
303 unit.
304

305 **Article 6: Officers and Their Election**
306

307 **Section 1.** The officers of this PTA/PTSA shall consist of:
308

309 #a. One (1) president.
310

311 b. Two (2) vice presidents.
312

313 #c. A secretary.
314

315 #d. One (1) treasurer.
316
317
318

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

323

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

325

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

327

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

331

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

336

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

339

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

341

342 a. Officers shall be elected at the general membership election meeting in the month of
343 May or June.

344

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

350

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

354

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

360

361

362

363

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

365
366 a. A vacancy occurring in any office except that of president shall be filled for the
367 unexpired term by a person elected by a majority vote of the Executive Board at their
368 next scheduled meeting. In case of a vacancy in the office of president, the vice president
369 shall become president and shall hold office for the balance of the term. In the interim,
370 the duties of the vice president shall be delegated by the president.

371
372 b. In the event of a vacancy in the office of president, and also in the absence of a vice
373 president, the general membership shall elect the next president.

374
375 c. If there is more than one nominee for any office, then the voting shall be by ballot. A
376 majority of the votes cast shall constitute which nominees are elected. However, if there
377 is but one nominee for office, election for that office may be by voice vote. If by ballot
378 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.

379
380 d. When a ten (10) day notice of the election is given, a majority of votes cast shall
381 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
382 be required.

383
384 **Article 7: Duties of Officers**

385
386 **Section 1.** The president shall:

387
388 a. Preside at all meetings of this local PTA/PTSA.

389
390 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
391 that the purposes may be promoted.

392
393 #c. Submit this local PTA/PTSA officers' contact information form and verification of
394 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
395 office immediately upon election of officers annually.

396
397 d. Perform such other duties as may be prescribed in these bylaws.

398
399 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
400 nominating committee.

401
402 **Section 2a.** The 1st vice president (Communications) shall:

403
404 a. Act as aide to the president.

405
406 b. In their designated order, perform the duties of the president in the absence or inability
407 of the officer to act.

409 c. Shall help to coordinate activities pertaining to internal and external communications
410 of the association. Internal communications include the PTSA website, broadcast email
411 communication to parents, and outreach to various parent populations. External
412 communications includes publicity and county, state and national PTA activities;

413
414 d. Perform other delegated duties as assigned.
415

416 **Section 2b.** The 2nd vice president (Programming) shall:

417
418 a. Act as aide to the president.
419

420 b. In their designated order, perform the duties of the president in the absence or inability
421 of the officer to act.
422

423 c. Shall help to plan and coordinate the content and programs presented to the association
424 and the community;
425

426 d. Perform other delegated duties as assigned.
427

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

429
430 a. Record the minutes of all meetings of the local PTA/PTSA.
431

432 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.
433

434 c. Maintain a membership list as required by Virginia PTA.
435

436 d. Perform other delegated duties as assigned.
437

438 **#Section 4.** The treasurer shall:

439
440 a. Have custody of all funds and finances of the local PTA/PTSA.
441

442 b. Keep a full and accurate account of receipts and expenditures as described in these
443 bylaws.
444

445 c. Make disbursements as authorized by the president, executive board, or general
446 membership in accordance with the budget adopted by the general membership.
447

448 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
449 president.
450

451 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
452 other times when requested by the executive board.
453

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

455
456 g. Have the accounts examined according to the auditing procedures outlined in these
457 bylaws.

458
459 h. Submit a copy of the fiscal year-end audit report to the Virginia PTA state office
460 within fifteen (15) days following the adoption of the audit by the membership.

461
462 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
463 sent to the Virginia PTA state office within fifteen (15) days of filing.

464
465 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
466 PTA dues for membership received prior to November 1. Remit by December 1, dues
467 received after November 1. Remit by March 1, dues received after December 1. Remit by
468 June 30, all Virginia PTA and National PTA dues received after March 1.

469
470 k. Perform other delegated duties as assigned.

471
472 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
473 the term of office or in case of resignation, each officer shall turn over to the president, without
474 delay, all records, books, and other materials pertaining to the office.

475 476 **Article 8: Executive Committee**

477
478 **Section 1.** The executive committee shall consist of the elected officers of the association and
479 the principal of the school.

480
481 **Section 2.** The executive committee shall:

482
483 a. Develop goals for the local PTA/PTSA for presentation to the executive board and
484 general membership for approval.

485
486 b. Appoint standing and special committee chairmen and members of the standing and
487 special committees, except the nominating committee.

488
489 **Section 3.** The executive committee shall meet within thirty (30) days after their election for the
490 purpose of appointing standing committee chairmen. Special committee chairmen shall be
491 appointed as necessary. Members of the standing and special committees shall be appointed as
492 soon as possible after the appointment of the committee chairmen.

493
494 **Section 4.** Meetings of the executive committee shall be held by the call of the president or a
495 majority of the executive committee, three (3) days' notice having been given. A quorum of the
496 executive committee shall be a majority of the members of the committee then in office.

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

503
504 **#Section 6.** The executive committee may hold meetings by telephone conference or through
505 other electronic communications media so long as all the members can simultaneously hear each
506 other and participate during the meeting. Some or all of the members may participate
507 electronically at a meeting held at a central location so long as all the members can
508 simultaneously hear each other and participate during the meeting.

509 **Article 9: Executive Board**

510
511
512 **Section 1.** The executive board of this local PTA/PTSA shall consist of the elected officers and
513 the chairmen of the standing committees. The principal of the school or his/her designee and a
514 staff representative or his/her alternate, appointed by the principal or elected by the faculty, also
515 may serve on the executive board. The chairmen of the standing committees shall be appointed by
516 the officers of the association not more than thirty (30) days following the election of officers.

517
518 **#Section 2.** A PTA/PTSA member shall not serve as a voting member of a constituent
519 association's board at the local, council, district, region, state, or national level while serving as a
520 paid employee of, or under contract to, that constituent association.

521
522 **Section 3.** The executive board shall:

523
524 a. Transact necessary business in the intervals between general membership meetings and
525 such other business as may be referred to it by this local PTA/PTSA and present a report to
526 the general membership at the general membership meetings.

527
528 b. Create, change or eliminate standing and special committees.

529
530 c. Approve the plans of work of the standing and special committees.

531
532 #d. Select an auditing committee, experienced auditor, or attend an external audit
533 exchange.

534
535 #e. Approve the proposed budget to be presented to the general membership for adoption.

536
537 #f. Obtain general membership approval for any changes to the adopted budget over three
538 hundred dollars (\$300.00) per fiscal year.

539
540
541
542
543
544

545 **#Section 4. Auditing Procedures:**

546
547 a. The executive board shall select an auditing committee, experienced auditor or choose
548 to participate in an external audit exchange prior to the end of the fiscal year. An auditing
549 committee shall consist of no fewer than three (3) members and no one with signature
550 authority shall sit on their own auditing committee. All audit exchanges shall be
551 coordinated with at least one (1) other PTA/PTSA unit.

552
553 b. The local PTA/PTSA treasurer shall submit books to the auditing committee,
554 experienced auditor, or the external audit exchange at the end of the fiscal year. The audit
555 report shall be submitted in writing to the executive board prior to finalization of the
556 proposed budget for the coming school year.

557
558 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
559 a term select an auditing committee or an experienced auditor within one (1) week of the
560 resignation. The audit shall be performed with fiscal year-end auditing procedures and
561 shall be complete within three (3) weeks of the resignation. This audit shall not be
562 performed in lieu of the year-end audit.

563
564 d. The newly elected treasurer shall not undertake any banking responsibilities of that
565 office with the exception of depository duties, reconciliation of bank statements, change of
566 signatory or other clerical duties not requiring signatory until the audit is presented to the
567 executive board.

568
569 e. All audit reports shall be presented to the general membership for adoption. The fiscal
570 year-end audit report shall be presented to the membership for adoption at the first general
571 membership meeting held after the completion of the report. A copy of the fiscal year-end
572 audit shall be sent to the Virginia PTA state office within fifteen (15) days following the
573 adoption of the audit by the general membership.

574
575 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
576 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
577 filing.

578
579 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
580 qualifications or fulfill the duties of the position, that person may be removed from the board by
581 a majority vote of the executive board.

582
583 **Section 6.** The executive board shall hold at least six (6) meetings during the year. The time and
584 place of meetings shall be set at the first meeting of the executive board after their election.
585 Special meetings of the executive board may be called by the president or by a majority of the
586 members of the executive board, three (3) days' notice being given. A quorum of the executive
587 board members shall be a majority of the members of the executive board then in office.

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

593
594 **#Section 8.** The executive board may hold meetings by telephone conference or through other
595 electronic communications media so long as all the members can simultaneously hear each other
596 and participate during the meeting. Some or all of the members may participate electronically at
597 a meeting held at a central location so long as all the members can simultaneously hear each
598 other and participate during the meeting.

599
600 **Section 9.** All officers and standing committee chairs shall review, sign and submit the
601 SLHS PTSA Executive Board Member Conflict of Interest form prior to the first Executive
602 Board Meeting of each school year. (Attachment 1)

603 **Article 10: Committees**

604
605
606 **#Section 1.** Chairmen and members of all standing and special committees shall be members of
607 this local PTA/PTSA.

608
609 **Section 2.** The executive board may create, change or eliminate such **standing committees** as it
610 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.
611 Standing committee chairmen and committee members shall be appointed by the executive
612 committee, except for the nominating committee. In the absence of an executive committee then
613 the executive board shall make the appointments. The term of each chairman shall be one (1)
614 year or until the selection of a successor. No chairman shall be eligible to serve in the same
615 capacity for more than two (2) consecutive terms.

616
617 **Section 3.** The executive board may create, change or eliminate such **special committees** as it
618 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen
619 and committee members shall be appointed by the executive committee. In the absence of an
620 executive committee then the executive board shall make the appointments. The term of each
621 special committee chairman is ended upon completion of the task assigned to the committee. No
622 special committee chairman shall be eligible to serve in the same capacity for more than two (2)
623 consecutive tasks.

624
625 **Section 4.** The chairman of each standing and special committee shall present a plan of work to
626 the executive board for approval. No committee work shall be undertaken without the consent of
627 the executive board.

628
629 **#Section 5.** The committee shall reserve the right to vote on business via electronic vote. Only
630 the committee chair shall have the authority to call for an electronic vote and to establish the
631 guidelines for that vote. The established quorum of the committee shall prevail. Voting results
632 must be recorded in the minutes and ratified at the next committee meeting.

633

634 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
635 communications media so long as all the members can simultaneously hear each other and
636 participate during the meeting. Some or all of the members may participate electronically at a
637 meeting held at a central location so long as all the members can simultaneously hear each other
638 and participate during the meeting.

639
640 **Section 7.** The quorum of any committee shall be a majority of its members.

641
642 **Section 8.** The president shall serve as ex-officio member of all committees of this local
643 PTA/PTSA except the nominating committee.

644
645 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,
646 books and other materials pertaining to the committee at the end of the term served or when
647 departing office.

648
649 **Article 11: General Membership Meetings**

650
651 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least six (6) times during
652 the school year, ten (10) days' notice having been given.

653
654 **Section 2.** The general membership election meeting shall be held in May.

655
656 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
657 majority of the executive board, five (5) days' notice having been given.

658
659 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
660 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
661 verified members of this local PTA/PTSA.

662
663 **Section 5.** Ten (10) members, shall constitute a quorum for the transaction of business in any
664 meeting of this local PTA/PTSA.

665
666 **Article 12: Council Membership**

667
668 **Section 1.** Selection of delegates:

669
670 a. This local PTA/PTSA shall be represented in meetings of the Fairfax County
671 Council of Parent Teacher Associations by the president or alternate, the principal or
672 alternate, and by one (1) delegate or alternate.

673
674 b. Delegates and alternates shall be appointed in June.

675
676 c. Delegates to the Fairfax County Council of PTAs shall serve for a term of one (1) year
677 or until the selection of a successor. No delegate shall serve for more than two (2)
678 consecutive terms.

679
680 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
681 Fairfax County Council of PTAs.

682
683
684 **Section 3.** Responsibilities of delegates:

685
686 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
687 to council such matters as may be referred to it by the local PTA/PTSA.

688
689 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
690 instructed, they shall use their own discretion, except as provided by council bylaws.

691
692 **#Article 13: District Membership**

693
694 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
695 This local PTA/PTSA is in the Northern Virginia District of Virginia PTA.

696
697 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
698 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
699 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
700 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

701
702 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
703 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
704 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
705 delegate for each fifty (50) memberships or major fraction thereof.

706
707 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
708 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
709 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
710 instructed, they shall use their own discretion.

711
712 **#Article 14: Fiscal Year**

713
714 The fiscal year of this local PTA/PTSA shall begin on July 1 and end on June 30.

715
716 **#Article 15: Parliamentary Authority**

717
718 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern
719 National PTA and its constituent associations in all cases in which they are applicable and in which
720 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
721 PTA, or the articles of incorporation.

722
723
724

725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765

#Article 16: Local Unit Bylaws Revisions and Amendments

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

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

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

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

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



SOUTH LAKE HIGH SCHOOL
PARENT TEACHER STUDENT ASSOCIATION
LOCAL UNIT BYLAWS
ATTACHMENT 1

CONFLICT OF INTEREST STATEMENT

(to be completed annually by all Executive Board Members)

No board member or board committee member, or any member of his/her family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with SLHS PTSA, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to work out for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet this standard.

No board or committee members should perform, for any personal gain, services to any SLHS PTSA supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or committee authorizes such a transaction. Similar association by a family member of the board or committee member or by any other close relative may be inappropriate.

No board or committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to any SLHS PTSA supplier of goods or services or any other organization that is engaged in doing business with or serving SLHS PTSA unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that are clearly in keeping with good business ethics and do not obligate the recipient.

Any matter of question or interpretation that arises relating to this policy should be referred to the president for decision and/or for referral to the board of directors for decision, where appropriate.

I have received, read and understand fully the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the PTSA Board for consideration.

PTSA Executive Board Member Name (print)

PTSA Executive Board Member Position

PTSA Executive Board Member (sign)/ Date

PTSA President (sign) / Date